

MEMORANDUM

To: DDA Board of Directors
From: Rob Bacigalupi, Executive Director *RMB*
Re: April 15, 2016 Board Meeting & Miscellaneous
Date: April 13, 2016

AGENDA ITEM 2B - CONSIDERATION OF ADOPTING RESOLUTIONS FOR FUNDING FROM THE MDOT LOCAL BRIDGE PROGRAM FOR THE NORTH CASS AND SOUTH UNION STREET BRIDGES

Enclosed is a memorandum from City Engineer Tim Lodge explaining the need for a resolution supporting the North Cass and South Union Street bridges. These resolutions help with application for Michigan Department of Transportation (MDOT) 'Critical Bridge' dollars that pay for the bulk of these bridge repairs. It should be noted that the south half of the South Union Street Bridge extends into the old TIF 2 district. Therefore this portion or the local match, which is estimated to be \$23,625, would have to be covered by the City's General Fund. I recommend that the **DDA Board of Directors adopt the following resolutions: Resolution in Support of Critical Bridge - Support for the North Cass Street Bridge; Support of Critical Bridge - Support for the South Union Street Bridge; in support of the city's grant application to the Michigan Department of Transportation (MDOT) Local Bridge Program.**

AGENDA ITEM 2C - CONSIDERATION OF DECLARING THREE OFFICE FURNITURE ITEMS SURPLUS

Special Projects Coordinator Nick Viox is also our resident interior decorator and helped devise our new office layout. Enclosed is a memo from Nick asking to declare surplus and divest of three items, the newest of which is nearly 13 years old, so that we can replace them with newer, more functional items. The new items would be purchased with budgeted capital outlay dollars. I recommend that the **DDA Board of Directors declare two desks and one credenza surplus as described in the April 12, 2016 memorandum from Special Projects Coordinator Nick Viox.**

AGENDA ITEM 3B - CONSIDERATION OF AN AMENDMENT TO THE LETTER OF AGREEMENT FOR THE EXECUTIVE DIRECTOR

I met with Chairperson Judson and Secretary Constantin regarding renewing my contract. Attached is a memorandum from Chairperson Judson regarding our discussion including a recommendation for renewal. An appropriate motion would be that the **DDA Board of Directors authorize the Chairperson and Secretary to execute an amendment to the Letter of Agreement for Executive Director with Rob Bacigalupi that would extend the term to three years, increase compensation 3% to \$74,602, with a 3% annual increase in years two and three, and add a provision for doing consulting on Mr. Bacigalupi's own time subject to approval as to substance by the Chairperson and to form by General Counsel.**

AGENDA ITEM 3C - COMMUNITY DEVELOPMENT REPORT

Jean Derenzy will provide a report at the meeting.

AGENDA ITEM 4A - CONSIDERATION OF A FARMERS MARKET PROJECT NAMING POLICY

Part of fundraising for the Farmers Market Project is having a plan for naming opportunities. Private funders often appreciate the ability to put their name on a worthwhile project in exchange for a meaningful donation. Deputy and Marketing Director Colleen Paveglio drafted the attached naming policy for

this purpose. This draft policy was fashioned after Hickory Hills' naming policy, which was approved by the City Commission recently. If you find this policy acceptable, I recommend that the **DDA Board of Directors recommend the Sara Hardy Downtown Farmers Market Project Donor Recognition and Naming Policy to the City Commission for approval.**

AGENDA ITEM 4B - CONSIDERATION OF APPOINTMENT TO THE FARMERS MARKET ADVISORY BOARD

Enclosed is a memorandum from Special Projects Coordinator Nick Viox regarding appointing a new member to the Farmers Market Advisory Board to replace Nancy Heller. Such appointments are made by the Chairperson with confirmation by the Board. I recommend that the **DDA Board of Directors confirm Chair Judson's nomination of Timothy Volas to the Farmers Market Advisory Board to replace Nancy Heller whose term ends February 2017.**

AGENDA ITEM 4C - CONSIDERATION OF RECOMMENDING A CONSULTANT AGREEMENT/ SERVICE ORDER WITH OTWELL MAWBY FOR ENVIRONMENTAL OVERSIGHT RELATED TO THE GARLAND STREET PROJECT

Attached is a memorandum from City Engineer Tim Lodge recommending hiring Otwell Mawby for environmental construction management services related to the Garland Street project for an amount not-to-exceed \$20,000. This amount was already factored into the funding that the DDA Board approved on April 1, 2016. I recommend that the **DDA Board recommend that environmental construction management services for the Garland Street project be awarded to Otwell Mawby and proper City officials be authorized to execute a service order with the above-mentioned consultant, on a time and expense basis in the amount not-to-exceed \$20,000 including contingencies, with funds available in the City's Capital Projects Fund.**

AGENDA ITEM 4D - CONSIDERATION OF RECOMMENDING PURCHASE OF A UTILITY CART FOR TRAVERSE CITY PARKING SERVICES

Attached is a memo from Parking Administrator Nicole VanNess explaining the need to replace a decades old golf cart that serves multiple purposes for the parking system. This is a budgeted item and I recommend that the **DDA Board of Directors recommend to the City Commission the purchase of an all-wheel drive utility vehicle with cab options from Leaders RPM of Kalamazoo in an amount not to exceed \$15,398 with funds available in the Traverse City Parking System fund.** If recommended, this will go to the City Commission the first meeting in May.

MISCELLANEOUS ITEMS OF INTEREST

Enclosed is the latest version of the Strategic Categories Map. This map identifies the location of projects mentioned in this memo as well as those that are of current interest.

Front Street

FRONT STREET REIMAGINED CROSSWALK - I have accepted the street bars for a discounted price and with a two-year warranty. The foundations will be installed the last week of April and the street bars shortly thereafter.

FRONT STREET SNOW MELT PROJECT - We had planned on bringing forth the 200 Block snowmelt project to this meeting. One bid came in Monday and it was 36% over budget. In addition to this, there are still a number of property owners who are "on the fence" and would like additional information, some of which we do not have at this point. For these reasons the project is being postponed to better nail down details seek better pricing. In order to talk through schedule and other issues, we are

planning on a meeting with businesses and owners on Wednesday, May 18th. This will help us optimize the project prior to bidding it out again for a Spring 2017 install. Meanwhile, the State Theatre is planning on installing a snow-melt-less walk of fame yet this Spring on their own.

145 WEST FRONT - The option agreement is coming do and we are finding that we need more time so the City Commission will be asked to extend the option at their meeting this coming Monday night.

305 WEST FRONT - As you likely heard, the zoning approval for this project was vacated by Judge Rogers. The City Commission is holding a special meeting to decide how they will react to the decision. The decision could have significant ramifications to how zoning decisions are made in Traverse City as well as how tax increment financing is used in the future. I will be following this very closely and keeping you in the loop.

Warehouse District

GARLAND STREET - Traverse City Light and Power discussed funding the lighting portion of the project and, after two failed votes, took no action on the project. We may come back with the request once a TCLP customer survey has been completed, estimated to be in about a month. Meanwhile City Engineering and the contractor are gearing up for work possibly next week. There is a pre-construction meeting Wednesday where the project schedule would be laid out.

USDA GRANT - Thanks to Jean, the County received a grant to help mitigate environmental contamination in, among other places around Garland Street. This grant could possibly help with some environmental costs associated with that project. It also will pay for the planting of trees to absorb contaminants (called phytoremediation).

Bayfront/River

PINE STREET PEDESTRIAN WAY - Recent weather has delayed concrete work but the forecast looks good. We are lucky that this is the same contractor (Elmers) that will be working on the Garland Street project. It makes coordinating staging a lot easier.

Other

BUDGET PROCESS - Enclosed are draft budgets for the DDA operating fund and the two TIFs. Please have a look and let me know if you have any questions or comments. I plan on going through these at the May meeting with the DDA Board approving in June.

TIF - It has become quite apparent that there is a great deal of confusion out in the public regarding TIF. Clearly, there is a need to provide some education on this financing tool in advance of our efforts to replace TIF 2. I am compiling information and will lay out a plan to provide this education. Sometimes we as staff take understanding of TIF for granted. If any of you have questions about it, don't be afraid to ask! There are no dumb questions.

OUTDOOR CAFE ORDINANCE - We have formed a committee to take another look at this ordinance to see if we can allow more restaurants to offer cafes without impacting pedestrian traffic flow. We hope to bring forth a draft ordinance in the coming months.

CELEBRATION FOR YOUNG CHILDREN - This event takes place on April 30. Attached is a flyer will all the details.P

DETROIT INSTITUTE OF ARTS INSIDE OUT PROGRAM - Attached is a memo from Colleen Paveglio describing this exciting program!

PARKING SYSTEM UPDATES - Attached is the latest monthly along with the more extensive quarterly report from Nicole.

DTCA BOARD MINUTES - Enclosed are the minutes from the March DTCA meeting.

DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING AGENDA

Friday, April 15, 2016, 8:00 a.m.

Commission Chambers, Second Floor

Governmental Center, 400 Boardman Avenue, Traverse City

www.downtowntc.com

Information and minutes are available from the DDA Director, 303 East State Street, Suite C, Traverse City, MI 49684, (231) 922-2050. If you are planning to attend the meeting and are handicapped requiring special assistance; please notify the DDA Director as soon as possible.

1. Roll Call
2. Consent Calendar - The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the board, staff, or public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.
 - A. Consideration of minutes for the Regular Meeting of March 18, 2016 and the Special Meeting of April 1, 2016 (approval recommended)
 - B. Consideration of adopting Resolutions of Support for funding from the MDOT Local Bridge Program for the North Cass and South Union Street bridges
 - C. Consideration of declaring three office furniture items as surplus
 - D. Consideration of approving Financial Reports and disbursements for the DDA, TIF 2 and TIF 97 dated February 29, 2016, and Financial Reports for Traverse City Parking Services dated January 31, 2016 (approval recommended)
3. Chairperson's Report
 - A. Community Development Report
 - B. Consideration of an amendment to the Letter of Agreement for the Executive Director
 - C. Comments or Questions regarding Written Reports
4. Executive Director's Report
 - A. Consideration Farmers Market Project naming policy
 - B. Consideration of appointment to Farmers Market Advisory Board
 - C. Consideration of recommending consultant agreement with Otwell Mawby for environmental oversight related to the Garland Street Project
 - D. Consideration of recommending purchase of utility cart for Traverse City Parking Services
5. Public Comment
6. Adjournment

The Traverse City Downtown Development Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The DDA Executive Director has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the DDA office.

Minutes
Traverse City Downtown Development Authority
Regular Meeting
March 18, 2016
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

Chuck Judson called the meeting to order at 8:02 a.m.

1. Roll Call

Present: Leah Bagdon-McCallum, Harry Burkholder, Allison Beers, Mayor Jim Carruthers, John DiGiacomo, Bill Golden, T. Michael Jackson, Jeff Joubran, Chuck Judson, Gabe Schneider

Absent: Steve Constantin, Rick Korndorfer

2. Consent Calendar. **Motion by Jackson, seconded by Beers that the consent portion of the agenda be approved as presented. Motion carried unanimously.**

- a. **Approval of minutes of the Regular Meeting of February 19, 2016**
- b. **Approval of the DDA Board of Directors authorize the Chair and Secretary to execute an amendment to the agreement with Lake Street Development, LLC, originally authorized on October 16, 2015, which authorizes the relocation of public facilities as described in the February 29, 2016 communication from the City Attorney, such amendment subject to the approval as to form by the City Attorney and as to substance by the Executive Director.**
- c. **Approval of Financial Reports and disbursements for the DDA, TIF 2 and TIF 97 dated January 31, 2016 and Financial Reports for Traverse City Parking Services dated December 31, 2015.**

3. Chairperson's Report

- a. Community Development Report
 - i. Agenda item moved to 4G
- b. Comments and Questions regarding Written Reports
 - i. Bacigalupi reviews memorandum
 - ii. City Commission Priorities
 - iii. Painting of the DDA Office
 - iv. Agenda item moved to 4G

4. Executive Director's Report

- a. Consideration of transferring donor funds and a \$25,000 Rotary Charities grant to Traverse City Arts Commission for the Bryan Crough Memorial.
 - i. **Motion by Jackson, seconded by Burkholder that the DDA Board of Directors authorize staff to transfer to the City of Traverse City Arts Commission all donor receipts collected to date, totaling \$25,680, for the Bryan J. Crough Memorial. Motion carried unanimously.**
 - ii. Thank you to the Traverse City Arts Commission and Chair, Mary Gillett and the committee with T. Michael Jackson.
- b. Consideration of amendments to the Farmers Market Rules
 - i. **Motion by Golden, seconded by Joubran that the DDA Board of Directors amend the Farmers Market Rules as described as described in the memorandum from Special Projects Coordinator Nick Viox dated March 15, 2016. Motion carried unanimously.**
- c. Consideration of request from TART to use the Old Town Parking Garage for the Recycle a Bicycle event during Smart Commute Week.
 - i. **Motion by Schneider, seconded by Burkholder that the DDA Board of Directors authorize the use of the ground level of the Old Town Parking Deck on May 29, 2016, after 1 p.m. on May 30, 2016 for the Sixth Annual Recycle a Bicycle Swap event to be managed by the Traverse Area Recreational and Transportation Trails (TART) organization as described in their proposal dated February 18, 2016, provided that TART provides proof of insurance naming the City of Traverse City and the DDA as additional insured and signs a hold harmless waiver stating they are responsible for any injury or loss that might occur, and further subject to final approval by the City Clerk's office. Motion carries 9 to 0. DiGiacomo abstained.**
- d. Consideration of amending parking lease for Lot H.
 - i. **Motion by Golden, seconded by Beers that the DDA Board of Directors recommend a renewal of the parking lease with Fifth Third Bank as described in Parking Administrator Nicole VanNess's February 3, 2016 memorandum, and further, that the lease be transferred to the DDA, as is permitted in the Operation and Management agreement between the DDA and City of Traverse City. Motion carried unanimously.**
- e. Consideration of authorizing purchase of 14 Pay Stations and related software installation and maintenance.
 - i. **Motion by Bagdon-McCallum, seconded by DiGiacomo that the DDA Board of Directors approve the purchase of 14-multi-space pay stations in an amount not to exceed \$184,417 with funds available in the Traverse City**

Parking System fund, and recurring subscriptions billed monthly in the amount of \$85 per pay station. Motion carried unanimously.

- f. Consideration of a resolution recommitting support for development projects consistent with the city's Zoning Ordinance and Master Plan.
 - i. Judson reviewed the Resolution and Board members discussed
 - ii. Ken Zacks, 203 Wadsworth, commented on developments in Downtown Traverse City
 - iii. Mark Eckhoff, 1027 S. Long Lake Road, commented on the Master Plan
 - iv. **Motion by Schneider, seconded by Jackson that the DDA Board of Directors adopt the Resolution of Support for Development Consistent with the City's Master Plan and Zoning Ordinance. Motion carried 8 to 2.**
- Roll Call**
Yes: Bagdon-McCallum, Burkholder, DiGiacomo, Golden, Jackson, Joubran, Judson, Schneider
No: Carruthers, Jackson

- g. Community Development Report
 - i. Jean Derenzy Reviewed
 - 1. Park Place Hotel
 - 2. West End Parking

- 5. Public Comment
 - a. No Public Comment at this time
- 6. Comments from Staff and Board of Directors
 - a. Board of Directors Comments
 - i. Burkholder commented on Bike Parking and Civic Square visioning
 - ii. Schneider commented on parking along Wadsworth Street
 - 1. VanNess to follow up on this item
- 7. Adjournment. The meeting officially adjourned at 9:25 a.m.

Respectfully submitted,

Colleen Paveglio
Marketing & Deputy Director

Minutes
Traverse City Downtown Development Authority
Special Meeting
April 1, 2016
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

Chuck Judson called the meeting to order at 8:03 a.m.

1. Roll Call

Present: Leah Bagdon-McCallum, Allison Beers, Mayor Jim Carruthers, T. Michael Jackson, Jeff Joubran, Chuck Judson, Rick Korndorfer, Gabe Schneider

Absent: Harry Burkholder, Steve Constantin, John DiGiacomo, Bill Golden

2. Consideration of concurring with the City Engineer's recommendation to execute a contract with Elmer's Crane & Dozer to complete the Garland Street project.
- a. Bacigalupi reviewed history of the Garland Street project.
 - b. Tim Lodge, City Engineer, reviewed items pertaining to the bid and addressed questions from the DDA Board
 - c. **Motion by Korndorfer, seconded by Schneider that the DDA Board of Directors concur with the City Engineer's March 28, 2016 recommendation that this work be awarded to Elmer's and that the proper City officials be authorized to execute a contract with the above-mentioned low bidder, in the amount of \$1,639,379.15, more or less, and further that up to \$1,810,379.15 be allocated of TIF 97 Fund for said contract, consultant contracts and contingency, contingent upon staff requesting funding assistance from Traverse City Light & Power for lighting and related costs and further, that the TIF 97 Fund receives an interfund loan from the TIF 2 Fund in the amount not to exceed of \$400,000 for the period of one year at an interest rate of .61%, which is equivalent to the rate of a one-year treasury note in order to provide the funds necessary for TIF 97 to pay for this project. Motion carried unanimously.**
3. Public Comments
- a. No public comment at this time.
4. Comments from Staff and Board of Directors
- a. Bacigalupi to notify Board of May 6, 2016 Study Session.
5. Adjournment. The meeting officially adjourned at 8:37 a.m.

Respectfully submitted,

Colleen Paveglio
Marketing & Deputy Director

DDA Financial Report

		February 28, 2015	February 29, 2016	Budget 15-16 as Approved	Budget 15-16 with Amendments	% of Budget	Budget Variance
REVENUE							
Property Taxes		65,497	63,192	70,000	70,000	90.3%	6,808
Interest and Dividends		314	1,965	200	200	982.3%	-1,765
Miscellaneous		5,196	0	0	0	-	0
Rents and Royalties		33,430	35,130	45,000	45,000	78.1%	9,870
Administrative Services		390,524	485,450	767,377	767,377	63.3%	281,927
Prior Year Surplus		20,000	0	0	0	-	0
TOTAL REVENUE		\$514,960	\$585,737	\$882,577	\$882,577	66.4%	296,840
EXPENSES							
Payroll Expense		405,412	423,775	581,810	596,810	71.0%	173,035
Health Insurance		28,791	43,284	146,733	146,733	29.5%	103,449
Workers Compensation		6,955	7,134	0	0	-	-7,134
Office Supplies		7,795	5,528	9,000	9,000	61.4%	3,472
Operation Supplies		957	0	0	0	-	0
Professional/Contractual		34,910	26,531	78,100	66,534	39.9%	40,003
Communications		2,993	2,864	4,600	4,600	62.3%	1,736
Transportation		1,391	0	2,000	2,000	0.0%	2,000
Lodging/Meals		3,136	2,562	5,000	5,000	51.2%	2,438
Training		1,350	100	2,000	2,000	5.0%	1,900
Community Promotion		1,357	1,471	12,500	12,500	11.8%	11,029
Printing/Publishing		4,506	3,566	7,500	7,500	47.6%	3,934
Insurance & Bonds		1,295	703	1,700	1,700	41.4%	997
Utilities		4,523	4,636	6,600	6,600	70.2%	1,964
Repairs & Maintenance		975	975	2,200	2,200	44.3%	1,225
Rentals		5,924	5,551	8,000	8,000	69.4%	2,449
Legal Expense		2,217	135	5,000	5,000	2.7%	4,865
Miscellaneous		25	1	400	400	0.3%	399
Equipment		4,300	3,009	6,000	6,000	50.1%	2,991
TOTAL EXPENSE		\$518,811	\$531,826	\$879,143	\$882,577	60.3%	350,751
						thru fiscal year ↓	
NET INCOME/(LOSS)		(\$3,850)	\$53,911	\$3,434	\$0	66.7%	

Payroll & Fringes

	February 28, 2015	February 29, 2016	Budget 15-16 as Approved	Budget 15-16 with Amendments	% of Budget
Payroll Expense	405,412	423,775	581,810	596,810	71.0%
Health Insurance	28,791	43,284	146,733	146,733	29.5%
Workers Compensation	6,955	7,134	0	0	-
TOTAL	441,158	474,193	728,543	743,543	63.77%

Downtown Development Authority

Balance Sheet

As of February 29, 2016

	Feb 29, 16
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 3112	320,032.42
Fifth Third Savings - 6740	201,209.98
Petty Cash	65.74
Total Checking/Savings	521,308.14
Accounts Receivable	50,502.81
Other Current Assets	
Deposits in Transit	106.00
Due From DTCA	36.34
Due From APS	-6,623.95
Total Other Current Assets	-6,481.61
Total Current Assets	565,329.34
Other Assets	
Due From Other Funds	35,104.58
Total Other Assets	35,104.58
TOTAL ASSETS	600,433.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	14,514.57
Total Accounts Payable	14,514.57
Other Current Liabilities	
Due to Other Funds	9,886.00
Bumpout Project Funds Collected	6,645.86
Bryan Crough Memorial Fund	26,394.68
Deposits Payable	
Senior Project Fresh	-85.00
Double Up Food Bucks	7,128.00
EBT Bridge Card	12,303.55
Project Fresh	-6,329.00
Deposits Payable - Other	-18.00
Total Deposits Payable	12,999.55
Payroll Liabilities	
Federal Income Tax Payable	1,701.00
Medicare Tax Payable	658.94
Social Security Tax Payable	2,817.54
State Income Tax Payable	1,583.46
State Unemployment Tax Payable	4,092.93
Health Insurance Payable	1,054.36
Total Payroll Liabilities	11,908.23
Total Other Current Liabilities	67,834.32
Total Current Liabilities	82,348.89
Total Liabilities	82,348.89
Equity	
Opening Bal Equity	107,606.27
Retained Earnings	180,700.03
Net Income	229,778.73
Total Equity	518,085.03
TOTAL LIABILITIES & EQUITY	600,433.92

Downtown Development Authority
Profit & Loss
February 2016

	<u>Feb 16</u>
Ordinary Income/Expense	
Income	
Administrative Services	67,995.10
Interest & Dividends	72.92
Property Taxes	130,555.25
Total Income	<u>198,623.27</u>
Gross Profit	198,623.27
Expense	
Communications	156.21
Health Insurance	3,948.03
Lodging, meals	69.19
Miscellaneous Expense	1.00
Office Supplies	-345.85
Payroll Expenses	
457 Company Matching	2,351.23
Hourly Wage Expense	19,914.03
Medicare Tax Expense	650.12
Salaries & Wages	23,625.22
Social Security Tax Expense	2,779.83
SUTA Tax Expense	1,985.69
Payroll Expenses - Other	49.30
Total Payroll Expenses	<u>51,355.42</u>
Professional/Contractual	501.14
Rentals	637.00
Utilities	660.14
Total Expense	<u>56,982.28</u>
Net Ordinary Income	<u>141,640.99</u>
Net income	<u><u>141,640.99</u></u>

Downtown Development Authority

Profit & Loss

July 2015 through February 2016

	Jul '15 - Feb 16
Ordinary Income/Expense	
Income	
Reimbursed Parking Wages	0.00
Administrative Services	485,450.13
Interest & Dividends	1,964.58
Property Taxes	239,059.83
Rents	35,130.00
Total Income	761,604.54
Gross Profit	761,604.54
Expense	
Communications	2,863.91
Community Promotion	1,471.15
Equipment	3,008.88
Health Insurance	43,284.24
Insurance & Bonds	703.06
Legal	135.00
Lodging, meals	2,562.18
Miscellaneous Expense	1.00
Office Supplies	5,528.21
Payroll Expenses	
Direct Deposit Fee	20.30
457 Company Matching	20,190.64
Hourly Wage Expense	162,894.24
Medicare Tax Expense	5,494.10
Salaries & Wages	205,274.58
Social Security Tax Expense	23,492.14
SUTA Tax Expense	6,056.48
Payroll Expenses - Other	352.35
Total Payroll Expenses	423,774.83
Printing & Publishing	3,566.30
Professional/Contractual	26,531.39
Rentals	5,550.88
Repairs & Maintenance	975.00
Training	100.00
Utilities	4,635.78
Workers Compensation	7,134.00
Total Expense	531,825.81
Net Ordinary Income	229,778.73
Net Income	229,778.73

Downtown Development Authority
Reconciliation Summary
Fifth Third Checking - 3112, Period Ending 02/29/2016

	Feb 29, 16
Beginning Balance	260,993.48
Cleared Transactions	
Checks and Payments - 47 items	-171,249.01
Deposits and Credits - 20 items	239,893.01
Total Cleared Transactions	68,644.00
Cleared Balance	329,637.48
Uncleared Transactions	
Checks and Payments - 33 items	-9,605.06
Total Uncleared Transactions	-9,605.06
Register Balance as of 02/29/2016	320,032.42
New Transactions	
Checks and Payments - 28 items	-230,930.86
Total New Transactions	-230,930.86
Ending Balance	89,101.56

Downtown Development Authority

Reconciliation Detail

Fifth Third Checking - 3112, Period Ending 02/29/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						260,993.48
Cleared Transactions						
Checks and Payments - 47 Items						
Liability Check	01/12/2016	11855	State of Michigan - ...	X	-2,234.90	-2,234.90
Liability Check	01/26/2016	11864	ICMA Retirement Tr...	X	-2,207.23	-4,442.13
Paycheck	01/29/2016	11860	Cardwell, Michael B	X	-629.53	-5,071.66
Paycheck	01/29/2016	11863	Wood, Mark S	X	-487.16	-5,558.82
Paycheck	01/29/2016	11861	Dwyer, Joseph M	X	-484.01	-6,042.83
Bill Pmt -Check	02/02/2016	11865	Copy Central	X	-1,254.80	-7,297.63
Liability Check	02/03/2016	EFTPS	United States Treas...	X	-4,974.74	-12,272.37
Bill Pmt -Check	02/04/2016	11866	Uptown Developme...	X	-21,105.93	-33,378.30
Check	02/04/2016		World Pay	X	-14.95	-33,393.25
Check	02/09/2016	11873	TIF-97	X	-25,571.32	-58,964.57
Check	02/09/2016	11872	TIF-2	X	-19,762.55	-78,727.12
Liability Check	02/09/2016	11874	City of TC - Vendor	X	-5,002.39	-83,729.51
Liability Check	02/09/2016	11871	ICMA Retirement Tr...	X	-2,208.62	-85,938.13
Bill Pmt -Check	02/09/2016	11886	Team Financial Gro...	X	-640.98	-86,579.11
Bill Pmt -Check	02/09/2016	11888	Traverse City Light ...	X	-637.76	-87,216.87
Bill Pmt -Check	02/09/2016	11887	Traverse City Light ...	X	-521.25	-87,738.12
Bill Pmt -Check	02/09/2016	11877	First National Bank - ...	X	-496.78	-88,234.90
Bill Pmt -Check	02/09/2016	11876	Charter Communica...	X	-495.59	-88,730.49
Bill Pmt -Check	02/09/2016	11875	Ace Hardware	X	-299.85	-89,030.34
Bill Pmt -Check	02/09/2016	11878	Flaherty, Miller & Du...	X	-250.00	-89,280.34
Bill Pmt -Check	02/09/2016	11885	TC Telecom	X	-225.00	-89,505.34
Bill Pmt -Check	02/09/2016	11880	Integrity Business S...	X	-159.55	-89,664.89
Bill Pmt -Check	02/09/2016	11889	Bottomline Bookkee...	X	-140.00	-89,804.89
Bill Pmt -Check	02/09/2016	11879	Google Inc.	X	-55.00	-89,859.89
Bill Pmt -Check	02/09/2016	11884	Seeds, Inc.	X	-30.00	-89,889.89
Bill Pmt -Check	02/09/2016	11883	Nicole VanNess - V	X	-23.25	-89,913.14
Liability Check	02/11/2016		QuickBooks Payroll ...	X	-13,605.81	-103,518.95
Paycheck	02/12/2016	11869	Smith, Daniel R	X	-649.37	-104,168.32
Paycheck	02/12/2016	11867	Cardwell, Michael B	X	-619.74	-104,788.06
Paycheck	02/12/2016	11868	Dwyer, Joseph M	X	-478.89	-105,266.95
Paycheck	02/12/2016	11870	Wood, Mark S	X	-470.52	-105,737.47
Bill Pmt -Check	02/16/2016	11894	Uptown Developme...	X	-9,416.00	-115,153.47
Bill Pmt -Check	02/16/2016	11893	Otwell Mawby, P.C.	X	-840.00	-115,993.47
Bill Pmt -Check	02/16/2016	11895	Bottomline Bookkee...	X	-130.00	-116,123.47
Bill Pmt -Check	02/16/2016	11891	City of TC - Vendor	X	-75.00	-116,198.47
Bill Pmt -Check	02/16/2016	11892	D and R Welding	X	-70.00	-116,268.47
Liability Check	02/17/2016	EFTPS	United States Treas...	X	-5,018.42	-121,286.89
Bill Pmt -Check	02/19/2016	11896	Michigan Office Solu...	X	-325.02	-121,611.91
Liability Check	02/22/2016	EFTPS	State of Michigan - ...	X	-1,511.40	-123,123.31
Check	02/23/2016	11905	TIF-97	X	-23,040.02	-146,163.33
Check	02/23/2016	11904	TIF-2	X	-8,928.52	-155,091.85
Bill Pmt -Check	02/23/2016	11903	Traverse City Light ...	X	-220.29	-155,312.14
Bill Pmt -Check	02/23/2016	11906	Bottomline Bookkee...	X	-130.00	-155,442.14
Liability Check	02/25/2016		QuickBooks Payroll ...	X	-13,759.51	-169,201.65
Paycheck	02/26/2016	11899	Smith, Daniel R	X	-739.25	-169,940.90
Paycheck	02/26/2016	11897	Cardwell, Michael B	X	-718.38	-170,659.28
Paycheck	02/26/2016	11900	Wood, Mark S	X	-589.73	-171,249.01
Total Checks and Payments					-171,249.01	-171,249.01
Deposits and Credits - 20 Items						
Deposit	02/18/2016			X	58,402.96	58,402.96
Deposit	02/26/2016			X	181,486.31	239,889.27
Deposit	02/29/2016			X	3.74	239,893.01
Paycheck	03/11/2016	DD1011	Nugier, Kody J	X	0.00	239,893.01
Paycheck	03/11/2016	DD1010	Miller, Katie R	X	0.00	239,893.01
Paycheck	03/11/2016	DD1009	Merica, Kenneth N	X	0.00	239,893.01
Paycheck	03/11/2016	DD1008	Merica, John A	X	0.00	239,893.01
Paycheck	03/11/2016	DD1007	Merica, Gregory J	X	0.00	239,893.01
Paycheck	03/11/2016	DD1017	Viox, Nicholas D	X	0.00	239,893.01
Paycheck	03/11/2016	DD1016	VanNess, Nicole	X	0.00	239,893.01
Paycheck	03/11/2016	DD1002	Burian, Robert C	X	0.00	239,893.01
Paycheck	03/11/2016	DD1015	Talarico, Nina	X	0.00	239,893.01
Paycheck	03/11/2016	DD1012	Pavglio, Colleen M.	X	0.00	239,893.01
Paycheck	03/11/2016	DD1003	Golden, McKenzie L	X	0.00	239,893.01
Paycheck	03/11/2016	DD1004	Heferich, Michael D	X	0.00	239,893.01
Paycheck	03/11/2016	DD1005	MacArthur, David J	X	0.00	239,893.01
Paycheck	03/11/2016	DD1006	McCormick, James R	X	0.00	239,893.01
Paycheck	03/11/2016	DD1013	Posler, Marianne	X	0.00	239,893.01

Downtown Development Authority

Reconciliation Detail

Fifth Third Checking - 3112, Period Ending 02/29/2016

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	03/11/2016	DD1014	Russell, Amy K	X	0.00	239,893.01
Paycheck	03/11/2016	DD1001	Bacigalupi, Robert M.	X	0.00	239,893.01
Total Deposits and Credits					239,893.01	239,893.01
Total Cleared Transactions					68,644.00	68,644.00
Cleared Balance					68,644.00	329,637.48
Uncleared Transactions						
Checks and Payments - 33 Items						
Paycheck	08/19/2011	4772	Kellogg, Paul T.		-82.79	-82.79
Bill Pmt -Check	09/16/2011	4872	Red Cloud Fisheries		-15.00	-97.79
Bill Pmt -Check	09/16/2011	4854	Fruitful Acres		-8.00	-105.79
Bill Pmt -Check	09/16/2011	4871	R & R Poultry		-2.00	-107.79
Bill Pmt -Check	09/30/2011	4921	Altonen Orchards		-16.00	-123.79
Bill Pmt -Check	10/28/2011	5036	Red Cloud Fisheries		-30.00	-153.79
Bill Pmt -Check	10/28/2011	5035	R & R Poultry		-2.00	-155.79
Bill Pmt -Check	07/06/2012	5660	Wertz-Roth, Brennin		-9.00	-164.79
Bill Pmt -Check	07/06/2012	5665	Jenkins Potato Farm		-7.00	-171.79
Bill Pmt -Check	08/03/2012	5763	Wertz-Roth, Brennin		-26.00	-197.79
Bill Pmt -Check	08/03/2012	5769	Jenkins Potato Farm		-5.00	-202.79
Bill Pmt -Check	08/03/2012	5759	Fox Valley Farms		-1.00	-203.79
Bill Pmt -Check	09/07/2012	5883	9 Bean Rows, LLC		-65.00	-268.79
Bill Pmt -Check	09/28/2012	6029	Natural Northern Fo...		-43.00	-311.79
Bill Pmt -Check	09/28/2012	6013	Green Leap Epicure...		-24.00	-335.79
Bill Pmt -Check	09/28/2012	6007	Evergreen Club		-6.00	-341.79
Bill Pmt -Check	04/26/2013	6596	Priority Health		-3,297.49	-3,639.28
Bill Pmt -Check	08/02/2013	6877	9 Bean Rows, LLC		-130.00	-3,769.28
Bill Pmt -Check	08/16/2013	6930	Evergreen Club		-10.00	-3,779.28
Bill Pmt -Check	09/13/2013	7058	Wunch Farms		-403.00	-4,182.28
Bill Pmt -Check	09/13/2013	7028	Hilbert's Honey Bee...		-12.00	-4,194.28
Bill Pmt -Check	09/27/2013	7141	Up North Global, LLC		-12.00	-4,206.28
Paycheck	03/28/2014	7662	Balk, Bradley R		-27.57	-4,233.85
Bill Pmt -Check	08/04/2015	11418	Clous, Gerald		-2.00	-4,235.85
Bill Pmt -Check	09/08/2015	11534	Birch Point Farm, LLC		-803.00	-5,038.85
Bill Pmt -Check	09/15/2015	11575	Old Time Wooden N...		-488.62	-5,527.47
Bill Pmt -Check	11/10/2015	11713	Bare Knuckle Farm ...		-231.00	-5,758.47
Bill Pmt -Check	11/10/2015	11759	Wunch Farms		-151.00	-5,909.47
Bill Pmt -Check	02/09/2016	11881	Michigan Farmers M...		-100.00	-6,009.47
Bill Pmt -Check	02/16/2016	11890	Beckett & Raeder		-899.40	-6,908.87
Liability Check	02/23/2016	11901	ICMA Retirement Tr...		-2,207.23	-9,116.10
Paycheck	02/25/2016	11902	Merica, John A		-12.12	-9,128.22
Paycheck	02/26/2016	11898	Dwyer, Joseph M		-476.84	-9,605.06
Total Checks and Payments					-9,605.06	-9,605.06
Total Uncleared Transactions					-9,605.06	-9,605.06
Register Balance as of 02/29/2016					59,038.94	320,032.42
New Transactions						
Checks and Payments - 28 Items						
Check	03/01/2016	11908	TIF-97		-91,781.93	-91,781.93
Check	03/01/2016	11907	TIF-2		-84,135.83	-175,917.76
Liability Check	03/02/2016	EFTPS	United States Treas...		-5,175.46	-181,093.22
Liability Check	03/02/2016	EFTPS	United States Treas...		-2.02	-181,095.24
Liability Check	03/08/2016	11913	ICMA Retirement Tr...		-2,207.23	-183,302.47
Bill Pmt -Check	03/08/2016	11914	Bottomline Bookkee...		-140.00	-183,442.47
Liability Check	03/10/2016		QuickBooks Payroll ...		-13,227.70	-196,670.17
Paycheck	03/11/2016	11911	Smith, Daniel R		-774.88	-197,445.05
Paycheck	03/11/2016	11909	Cardwell, Michael B		-523.82	-197,968.87
Paycheck	03/11/2016	11912	Wood, Mark S		-467.71	-198,436.58
Paycheck	03/11/2016	11910	Dwyer, Joseph M		-398.09	-198,834.67
Bill Pmt -Check	03/15/2016	11921	Grand Traverse Cou...		-10,000.00	-208,834.67
Liability Check	03/15/2016	11915	City of TC - Vendor		-5,002.39	-213,837.06
Bill Pmt -Check	03/15/2016	11922	Parallel Solutions, L...		-5,000.00	-218,837.06
Bill Pmt -Check	03/15/2016	11916	AECOM		-2,541.00	-221,378.06
Bill Pmt -Check	03/15/2016	11926	Team Financial Gro...		-640.98	-222,019.04
Bill Pmt -Check	03/15/2016	11918	Charter Communica...		-496.02	-222,515.06
Bill Pmt -Check	03/15/2016	11927	Traverse City Light ...		-439.85	-222,954.91
Bill Pmt -Check	03/15/2016	11917	CDW Government		-330.51	-223,285.42
Bill Pmt -Check	03/15/2016	11928	Traverse City Light ...		-299.22	-223,584.64
Bill Pmt -Check	03/15/2016	11924	Seeds, Inc.		-270.00	-223,854.64

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 02/29/2016

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	03/15/2016	11923	Pitney Bowes Global...		-202.46	-224,057.10
Bill Pmt -Check	03/15/2016	11919	First National Bank -...		-183.81	-224,240.91
Bill Pmt -Check	03/15/2016	11925	TC Telecom		-117.45	-224,358.36
Bill Pmt -Check	03/15/2016	11929	UpNorth Media Center		-80.00	-224,438.36
Bill Pmt -Check	03/15/2016	11920	Google Inc.		-55.00	-224,493.36
Liability Check	03/16/2016	EFTPS	United States Treas...		-4,854.04	-229,347.40
Liability Check	03/21/2016	EFTPS	State of Michigan - ...		-1,583.46	-230,930.86
Total Checks and Payments					-230,930.86	-230,930.86
Total New Transactions					-230,930.86	-230,930.86
Ending Balance					-171,891.92	89,101.56

DDA-TIF2
Balance Sheet
 As of February 29, 2016

	Feb 29, 16
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 4378	2,006,207.58
Total Checking/Savings	2,006,207.58
Accounts Receivable	
*Accounts Receivable	1,912,097.00
Total Accounts Receivable	1,912,097.00
Total Current Assets	3,918,304.58
Other Assets	
Accounts Receivable	3,392,097.00
Due From Other Funds	82.74
Total Other Assets	3,392,179.74
TOTAL ASSETS	7,310,484.32
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,440,646.88
Total Accounts Payable	1,440,646.88
Other Current Liabilities	
Deferred Income	3,392,097.00
Total Other Current Liabilities	3,392,097.00
Total Current Liabilities	4,832,743.88
Total Liabilities	4,832,743.88
Equity	
Retained Earnings	3,078,071.56
Net Income	-600,331.12
Total Equity	2,477,740.44
TOTAL LIABILITIES & EQUITY	7,310,484.32

DDA-TIF2
Profit & Loss
February 2016

	Feb 16
Income	
Interest	157.37
Property Taxes	28,691.07
Total Income	28,848.44
Expense	
Interest Expense	25,646.88
Office Supplies	149.93
Parking Deck Principal	1,415,000.00
Total Expense	1,440,796.81
Net Income	-1,411,948.37

DDA-TIF2
Profit & Loss
July 2015 through February 2016

	Jul '15 - Feb 16
Income	
Interest	1,520.00
Property Taxes	951,643.95
Total Income	953,163.95
Expense	
Adm/Eng Services	43,452.00
Capital Outlay	98.85
Interest Expense	51,293.76
Office Supplies	149.93
Parking Deck Principal	1,415,000.00
Professional/Contractual	43,500.53
Total Expense	1,553,495.07
Net Income	-600,331.12

Reconciliation Summary**Fifth Third Checking - 4378, Period Ending 02/29/2016**

	<u>Feb 29, 16</u>
Beginning Balance	1,977,607.92
Cleared Transactions	
Checks and Payments - 1 item	-149.93
Deposits and Credits - 3 items	28,848.44
Total Cleared Transactions	<u>28,698.51</u>
Cleared Balance	<u>2,006,306.43</u>
Uncleared Transactions	
Checks and Payments - 1 item	-98.85
Total Uncleared Transactions	<u>-98.85</u>
Register Balance as of 02/29/2016	<u>2,006,207.58</u>
New Transactions	
Checks and Payments - 2 items	-1,440,721.84
Deposits and Credits - 1 item	84,135.83
Total New Transactions	<u>-1,356,586.01</u>
Ending Balance	<u>649,621.57</u>

DDA-TIF2 Reconciliation Detail

Fifth Third Checking - 4378, Period Ending 02/29/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,977,607.92
Cleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	02/09/2016	1025	DDA	X	-149.93	-149.93
Total Checks and Payments					-149.93	-149.93
Deposits and Credits - 3 items						
Deposit	02/18/2016			X	19,762.55	19,762.55
Deposit	02/26/2016			X	8,928.52	28,691.07
Deposit	02/29/2016			X	157.37	28,848.44
Total Deposits and Credits					28,848.44	28,848.44
Total Cleared Transactions					28,698.51	28,698.51
Cleared Balance					28,698.51	2,006,306.43
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	11/17/2015	1023	Ace Hardware		-98.85	-98.85
Total Checks and Payments					-98.85	-98.85
Total Uncleared Transactions					-98.85	-98.85
Register Balance as of 02/29/2016					28,599.66	2,006,207.58
New Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	03/01/2016	1026	City of Traverse City		-1,440,646.88	-1,440,646.88
Bill Pmt -Check	03/01/2016	1027	DDA		-74.96	-1,440,721.84
Total Checks and Payments					-1,440,721.84	-1,440,721.84
Deposits and Credits - 1 item						
Deposit	03/04/2016				84,135.83	84,135.83
Total Deposits and Credits					84,135.83	84,135.83
Total New Transactions					-1,356,586.01	-1,356,586.01
Ending Balance					-1,327,986.35	649,621.57

DDA - TIF97
Balance Sheet
 As of February 29, 2016

	Feb 29, 16
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 8026	3,055,358.91
Total Checking/Savings	3,055,358.91
Accounts Receivable	
Accounts Receivable	1,315,000.00
Total Accounts Receivable	1,315,000.00
Total Current Assets	4,370,358.91
TOTAL ASSETS	4,370,358.91
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	627,451.54
Total Accounts Payable	627,451.54
Other Current Liabilities	
Deferred Revenue	1,570,000.00
Total Other Current Liabilities	1,570,000.00
Total Current Liabilities	2,197,451.54
Total Liabilities	2,197,451.54
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	1,837,423.69
Net Income	356,683.68
Total Equity	2,172,907.37
TOTAL LIABILITIES & EQUITY	4,370,358.91

DDA - TIF97
Profit & Loss
February 2016

	Feb 16
Income	
Interest	241.34
Property Taxes	48,610.28
Total Income	48,851.62
Expense	
Professional/Contractual	2,412.05
Transfer Out to Bond Fund	624,303.14
Total Expense	626,715.19
Net Income	-577,863.57

DDA - TIF97
Profit & Loss
July 2015 through February 2016

	Jul '15 - Feb 16
Income	
Interest	4,215.86
Property Taxes	1,428,866.70
Total Income	1,433,082.56
Expense	
Capital Outlay	101,244.61
Professional/Contractual	350,851.13
Transfer Out to Bond Fund	624,303.14
Total Expense	1,076,398.88
Net Income	356,683.68

Reconciliation Summary

Fifth Third Checking - 8026, Period Ending 02/29/2016

	Feb 29, 16
Beginning Balance	3,029,026.97
Cleared Transactions	
Checks and Payments - 3 Items	-21,719.18
Deposits and Credits - 3 Items	48,851.62
Total Cleared Transactions	27,132.44
Cleared Balance	3,056,159.41
Uncleared Transactions	
Checks and Payments - 2 Items	-800.50
Total Uncleared Transactions	-800.50
Register Balance as of 02/29/2016	3,055,358.91
New Transactions	
Checks and Payments - 2 Items	-656,934.36
Deposits and Credits - 1 item	91,781.93
Total New Transactions	-565,152.43
Ending Balance	2,490,206.48

DDA - TIF97
Reconciliation Detail
Fifth Third Checking - 8026, Period Ending 02/29/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,029,026.97
Cleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	12/01/2015	1096	Beckett & Raeder	X	-599.60	-599.60
Bill Pmt -Check	02/09/2016	1105	Downtown Develop...	X	-21,105.93	-21,705.53
Check	02/29/2016			X	-13.65	-21,719.18
Total Checks and Payments					-21,719.18	-21,719.18
Deposits and Credits - 3 items						
Deposit	02/18/2016			X	25,571.32	25,571.32
Deposit	02/26/2016			X	23,040.02	48,611.34
Deposit	02/29/2016			X	240.28	48,851.62
Total Deposits and Credits					48,851.62	48,851.62
Total Cleared Transactions					27,132.44	27,132.44
Cleared Balance					27,132.44	3,056,159.41
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	11/17/2015	1087	Ace Hardware		-200.90	-200.90
Bill Pmt -Check	12/29/2015	1098	Beckett & Raeder		-599.60	-800.50
Total Checks and Payments					-800.50	-800.50
Total Uncleared Transactions					-800.50	-800.50
Register Balance as of 02/29/2016					26,331.94	3,055,358.91
New Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	03/01/2016	1106	City Of Traverse City		-624,303.14	-624,303.14
Bill Pmt -Check	03/01/2016	1107	Downtown Develop...		-32,631.22	-656,934.36
Total Checks and Payments					-656,934.36	-656,934.36
Deposits and Credits - 1 item						
Deposit	03/04/2016				91,781.93	91,781.93
Total Deposits and Credits					91,781.93	91,781.93
Total New Transactions					-565,152.43	-565,152.43
Ending Balance					-538,820.49	2,490,206.48

RUN DATE: 3/29/16

CITY OF TRAVERSE CITY
LINE ITEMS AS OF 01/31/2016

PAGE 1

SELECTION: FUND RANGE 585 TO 585
LINE ITEM RANGE 400.00 TO 699.00
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
451.73 RAMSDALL GATE FEES	.00	.00	.00	.00	100.00	.00	100.00-	N/A
651.00 PARKING DECK PROCEEDS	345000.00	.00	345000.00	13647.85	245311.50	.00	99688.50	71.10
652.00 PARKING FEES-COIN	800000.00	.00	800000.00	82030.99	853077.51	.00	53077.51-	106.63
653.00 PERMITS-SURFACE LOTS	240000.00	.00	240000.00	50985.50	133054.42	.00	106945.58	55.44
653.05 PERMITS-PARKING DECK	440000.00	.00	440000.00	84786.50	197929.15	.00	242070.85	44.98
653.07 PERMITS-NEIGHBORHOOD	.00	.00	.00	.00	.00	.00	.00	N/A
653.10 PROXIMITY CARD FEE	.00	.00	.00	.00	.00	.00	.00	N/A
656.10 PARKING FINES	335000.00	.00	335000.00	27896.46	213956.91	.00	121043.09	63.87
656.30 PARKING FINES-COLLEGE	.00	.00	.00	.00	.00	.00	.00	N/A
664.00 INTEREST & DIVIDEND EARNINGS	3700.00	.00	3700.00	50.60	1052.82	.00	2647.18	28.45
668.00 RENTS AND ROYALTIES	26300.00	.00	26300.00	1500.00	16548.00	.00	9752.00	62.92
673.00 SALE OF FIXED ASSETS	.00	.00	.00	91298.44	91298.44	.00	91298.44-	N/A
674.00 CONTRIBUTIONS-PUBLIC SOURCES	25000.00	.00	25000.00	.00	.00	.00	25000.00	.00
675.00 CONTRIBUTIONS-PRIVATE SOURCE	10000.00	.00	10000.00	.00	.00	.00	10000.00	.00
677.00 REIMBURSEMENTS	.00	.00	.00	.00	.00	.00	.00	N/A
683.00 RECOVERY OF BAD DEBTS	.00	.00	.00	.00	.00	.00	.00	N/A
686.00 MISCELLANEOUS INCOME	.00	.00	.00	432.50	1177.50	.00	1177.50-	N/A
687.00 REFUNDS AND REBATES	.00	.00	.00	.00	900.00	.00	900.00-	N/A
694.00 OTHER INCOME	.00	.00	.00	.00	.00	.00	.00	N/A
699.00 PRIOR YEARS' SURPLUS	671100.00	.00	671100.00	.00	.00	.00	671100.00	.00
GRAND TOTALS	2896100.00	.00	2896100.00	352628.84	1754406.25	.00	1141693.75	60.58

RUN DATE: 3/29/16

CITY OF TRAVERSE CITY
LINE ITEMS AS OF 01/31/2016

PAGE 1

SELECTION: FUND RANGE 585 TO 585
LINE ITEM RANGE 700.00 TO 999.90
DEPARTMENTS


	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
702.00 SALARIES AND WAGES	70000.00	.00	70000.00	5979.13	22335.04	.00	47664.96	31.91
704.00 EMPLOYEE OVERTIME	5000.00	.00	5000.00	1810.69	1823.77	.00	3176.23	36.48
706.00 FRINGE BENEFIT RECOVERY	.00	.00	.00	.00	.00	.00	.00	N/A
714.00 HEALTH SAVINGS ACCT EXPENSE	1500.00	.00	1500.00	.00	1358.13	.00	141.87	90.54
715.00 EMPLOYER'S SOCIAL SECURITY	5800.00	.00	5800.00	582.31	2005.38	.00	3794.62	34.58
716.00 EMPLOYEE HEALTH INSURANCE	4900.00	.00	4900.00	872.00	3123.48	.00	1776.52	63.74
717.00 EMPLOYEE LIFE/DISABILITY INS	700.00	.00	700.00	107.57	456.32	.00	243.68	65.19
718.00 RETIREMENT FUND CONTRIBUTION	12800.00	.00	12800.00	706.18	3824.13	.00	8975.87	29.88
719.00 RETIREES HOSPITALIZATION INS	.00	.00	.00	.00	.00	.00	.00	N/A
720.00 UNEMPLOYMENT COMPENSATION	200.00	.00	200.00	.00	.00	.00	200.00	.00
721.00 WORKERS COMPENSATION INS	1500.00	.00	1500.00	72.39	506.73	.00	993.27	33.78
727.00 OFFICE SUPPLIES	7000.00	.00	7000.00	1067.97	3493.38	.00	3506.62	49.91
740.00 OPERATION SUPPLIES	46000.00	.00	46000.00	4945.87	14911.29	2166.00	28922.71	32.42
801.00 PROFESSIONAL AND CONTRACTUAL	955000.00	.00	955000.00	97100.59	446023.06	17151.75-	526128.69	46.70
810.00 COLLECTION COSTS	2000.00	.00	2000.00	32.34	3.68-	.00	2003.68	.18-
850.00 COMMUNICATIONS	24000.00	.00	24000.00	1633.31	10752.95	.00	13247.05	44.80
854.00 CITY FEE	220000.00	.00	220000.00	.00	.00	.00	220000.00	.00
860.00 TRANSPORTATION	8000.00	.00	8000.00	438.68	2906.67	.00	5093.33	36.33
862.00 PROFESSIONAL DEVELOPMENT	8000.00	.00	8000.00	.00	2057.83	.00	5942.17	25.72
863.00 TRAINING	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
880.00 COMMUNITY PROMOTION	200.00	.00	200.00	.00	2000.00	.00	1800.00-	1000.00
900.00 PRINTING AND PUBLISHING	22000.00	.00	22000.00	.00	4714.16	.00	17285.84	21.43
910.00 INSURANCE AND BONDS	21000.00	.00	21000.00	2130.89	14920.73	.00	6079.27	71.05
920.00 PUBLIC UTILITIES	150000.00	.00	150000.00	10408.88	29797.80	.00	120202.20	19.87
930.00 REPAIRS AND MAINTENANCE	572000.00	.00	572000.00	71477.49	100093.46	.00	471906.54	17.50
930.05 RAMSDELL GATE REPAIR & MAINT	1000.00	.00	1000.00	.00	150.00	.00	850.00	15.00
940.00 RENTAL EXPENSE	119000.00	.00	119000.00	15200.50	89254.17	.00	29745.83	75.00
956.00 MISCELLANEOUS	10500.00	.00	10500.00	.00	7321.13	.00	3178.87	69.73
959.00 DEPRECIATION EXPENSE	429000.00	.00	429000.00	35028.33	245198.31	.00	183801.69	57.16
964.00 TRANSFERS OUT	.00	.00	.00	.00	.00	.00	.00	N/A
977.00 EQUIPMENT	197000.00	.00	197000.00	38700.00	44168.00	3465.00	149367.00	22.42
988.00 UNALLOCATED FUNDS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2896100.00	.00	2896100.00	288295.12	1053192.24	11520.75-	1854428.51	36.37

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager
Rob Bacigalupi, DDA

FROM: Timothy J. Lodge, City Engineer 

DATE: April 6, 2016

SUBJECT: Resolution of Support, MDOT Local Bridge Program

MDOT is soliciting applications for candidate projects for the Local Bridge Program for the fiscal year 2019. The Local Bridge Program will provide funding for 95% of the eligible construction cost for the work with 5% provided by the local agency (City/DDA) along with the necessary design and construction engineering cost. The City Engineering Department recently completed and submitted the applications for improvements for the following bridges. For each application we are required to:

"..submit a current resolution, signed and dated, from the governing board supporting the project."

Please provide a resolution of support from the City and DDA for the following applications for bridge rehabilitation so we can include them in the submittal to MDOT. We have listed the bridges in order of priority.

North Cass Street Bridge (Rehabilitation) – CIP #885 – FY 2019/20

The work anticipated includes the removal and replacement of the existing concrete box beam supported deck, widening and replacement of the sidewalks, railings, approach pavement and related work. The estimated cost is \$1,015,000.

South Union Street Bridge (Rehabilitation) – CIP #186 – FY 2019/20

The work anticipated includes the structural repair of the existing concrete and steel beam supported deck, painting of the structural steel, replacement of the sidewalks, railings, approach pavement and related work. Restoration and repair of the decorative railing and fascia details will be included in the proposed work. The estimated cost is \$945,000.

We have received funding from the Local Bridge Program for the West Front Street Bridge (\$1,100,000 for FY2013), 8th Street Bridge (\$750,000 for FY2013), South Cass Street Bridge (\$850,000 for FY2015) and the Park Street Bridge (\$850,000 for FY 2017) in previous applications. The only other bridge under the City's jurisdiction, the North Union Street Bridge was rehabilitated in 2000. We plan to have the West Front Street Bridge and the 8th Street Bridge ready for construction later this year with completion in 2017.

RESOLUTION IN SUPPORT OF CRITICAL BRIDGE

SUPPORT FOR THE NORTH CASS STREET BRIDGE

- Because, presently the North Cass Street Bridge crossing the Boardman River qualifies for the LOCAL BRIDGE PROGRAM; and
- Because, the North Cass Street Bridge is an integral part of the City Transportation System and is second priority in bridge rehabilitation; and
- Because, the closure or loss of this bridge crossing would provide a considerable hardship on transportation in this area; and
- Because, the City of Traverse City and Traverse City Downtown Development Authority have sufficient funds for their portion of the bridge rehabilitation; therefore, be it

RESOLVED, that the City of Traverse City and Traverse City Downtown Development Authority actively seeks participation for this rehabilitation from the LOCAL BRIDGE PROGRAM.

I hereby certify that the above resolution was adopted by the Traverse City Downtown Development Authority Board of Directors at its Regular Meeting held on April 15, 2016, in the Commission Chambers of the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Rob Bacigalupi
Executive Director

**RESOLUTION IN SUPPORT OF CRITICAL BRIDGE
SUPPORT FOR THE SOUTH UNION STREET BRIDGE**

- Because, presently the South Union Street Bridge crossing the Boardman River
 qualifies for the LOCAL BRIDGE PROGRAM; and
- Because, the South Union Street Bridge is an integral part of the City Transportation
 System and is second priority in bridge rehabilitation; and
- Because, the closure or loss of this bridge crossing would provide a considerable
 hardship on transportation in this area; and
- Because, the City of Traverse City and Traverse City Downtown Development
 Authority have sufficient funds for their portion of the bridge
 rehabilitation; therefore, be it

RESOLVED, that the City of Traverse City and Traverse City Downtown Development Authority actively seeks participation for this rehabilitation from the LOCAL BRIDGE PROGRAM.

I hereby certify that the above resolution
was adopted by the Traverse City
Downtown Development Authority Board of
Directors at its Regular Meeting held on
April 15, 2016, in the Commission
Chambers of the Governmental Center, 400
Boardman Avenue, Traverse City, Michigan.

Rob Bacigalupi
Executive Director

MEMORANDUM



TO: Chuck Judson, DDA Chairperson
CC: Rob Bacigalupi, DDA Executive Director
FROM: Nick Viox, Special Projects Coordinator
DATE: April 12, 2016
SUBJECT: Surplus Items

As you are aware, the DDA Office has been hard at work to update the interior of our office. This has been done to maximize space, modernize the space and increase productivity. With new paint and a new layout, our office is looking cleaner and sharper.

With that being said, we have a few items that we are hoping to replace at a reasonable cost. These items are listed below and I recommend should be listed as surplus by the DDA:

- Desk (Nina's Desk)
- Desk (Colleen's Desk)
- Credenza (Storage unit)

If listed as surplus by the DDA, I would post these items on Craigslist and sell them on there. If they do not sell within two weeks, they will be donated.



To: DDA Board of Directors

From: Chuck Judson, Chairperson

Re: Executive Director's Agreement

Date: Wednesday, April 13, 2016

Secretary Steve Constantin and I met with Rob to discuss his contract this past Tuesday. We discussed extending the term to three years with an annual review, compensation and clarifying Rob's ability to consult on his own time. Despite proposing a three year term for terms and compensation package, Rob would continue to serve at the pleasure of the DDA as an employee at will.

The three year term eliminates the need to re-approve his contract annually while retaining our ability to manage his performance and employment. Compensation is based on the general trend for staff with guidance from a compensation survey Steve Constantin helped conduct last year. We settled on a 3% increase annually which increases Rob's salary to \$74,602 this first year.

We encourage Rob to consult on his own time as long as it does not impact his responsibilities to the DDA. This adds value to his abilities and to the Traverse City DDA. He would have to notify the Executive Committee prior to any such consulting.

If you have any questions regarding this recommendation feel free to contact me.



Sara Hardy Downtown Farmers Market Project Donor Recognition and Naming Policy

Introduction

General Gift Acceptance Policies

Acceptance of any contribution, gift or grant is at the discretion of the Downtown Development Authority (DDA) for the Sara Hardy Downtown Farmers Market Project (Farmers Market Project). The DDA will not accept any gift unless it can be used or expended consistently with the purpose and mission of the Farmers Market Project. The organization reserves the right to decline a gift from any donor.

The DDA accepts donations of cash or publicly traded securities. Certain other gifts, real property, personal property, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed prior to acceptance due to the special obligation raised or liabilities they may pose for the DDA and/or the City of Traverse City.

Donor Acknowledgements

Within 14 days of donation receipt, every donor to the Farmers Market Project shall receive a formal acknowledgement/thank you letter and donation receipt consistent with IRS requirements. With the exception of gifts of cash and publicly traded securities, no value shall be provided on any receipt or other form of substantiation a gift received. If a donor receives anything of value in exchange for the donation, such as a dinner or event admission, a tax receipt shall clearly state that portion of the donation is tax deductible.

Donor Privacy Policy

The DDA represents the intent of the donor relating to gifts for restricted purpose and those relating to the desire to remain anonymous. With respect to anonymous gifts, The DDA will restrict information about the donor to only those staff members with a need to know.

Any information supplied to the DDA by donors will be used solely to fulfill the donation and shall not be shared for any reason unless the donor grants permission to share such information. The DDA does not sell or share donor lists. Donors who supply the DDA with the postal address or email address may be contacted periodically for solicitation purposes and/or with information regarding upcoming events. If requested, Donors will be removed from all mailing lists.

Fundraising

Funds shall be solicited in a respectful manner and without pressure. All third parties not directly affiliated with the DDA who wish to solicit funds on behalf of the organization must acquire written permission from the DDA prior to beginning fundraising activities. The DDA will not

compensate, whether through commissions, finders' fees or other means, any third party for directing a gift or a donor to the DDA.

Regarding contributions or gifts, the DDA maintains that the Internal Revenue Code section 170(c) applies. That section reads as follows: "For purposes of this section, the term "charitable contribution" means a contribution or gift to or for the use of a state, possession of the United States or any political subdivision of any of the foregoing, or the United States or the District of Columbia, but only if the contribution or gift is made for exclusively public purposes." Therefore, the DDA construes this to mean that a contribution or gift to the DDA would be a charitable contribution if it is made for exclusively public purposes. We suggest you contact a professional accountant to determine if this applies to you in whole or in part.

Donor Naming and Recognition Opportunities

Pursuant to the City of Traverse City Naming Policy, the City maintains the authority for and will have final approval for any and all opportunities related to Market space. Due to the nature of this project and the incentive naming opportunities provide for large donors, the following parameters have been approved by the City Commission for naming opportunities in conjunction with the implementation of the Sara Hardy Downtown Farmers Market Project:

Naming Opportunities and Required Gift Levels

Naming opportunities are reserved for the most generous gifts and will be granted at minimum levels to be determined.

1. Farmers Market Shed (Phase I)
2. Farmers Market Shed (Phase II)
3. Donor Recognition Plaque
4. Boardman River Deck/Picnic Area
5. Outdoor Furniture
6. Bike Racks

Get Eligibility

1. Deferment gifts/pledges may be considered as part of a gift commitment if the gift is non-revocable and the net present value of the gift meets the required gift level established for the Gift Recognition.
2. Oral promises of a future gift do not qualify for a naming opportunity.
3. If a contribution is pledged over a period of time, the City will establish the timeframe when the name will be added.

Naming Parameters

1. The City and DDA wish to maintain, when possible, the integrity of the original naming of the Sara Hardy Downtown Farmers Market established in 1984. As such, naming of the physical market sheds shall be granted.
2. Before extending a naming opportunity, the DDA will confer with a City representative to consider issues and the impact on the City's, DDA's, and Sara Hardy Downtown Farmers Market's reputation and marketing.
3. The City will retain veto power over the name selected, regardless of the dollar size of the proposed gift.
4. Donor naming of the sheds, furniture and deck will continue through their useful life. When a named facility is taken out of service or upgraded substantially, the City will develop a plan

along with the donor or family (if possible) to continue donor recognition in a way that is visible and in context with standard giving levels of the time.

5. The City reserves the right to remove at any time names that it determines would cause embarrassment or disrepute to the City or the park.
6. All naming opportunities will be contingent upon governmental grant restrictions.

Recognition Opportunities

Recognition opportunities will honor donors beginning at a level of \$10,000. Donation at this level will be recognized within a particular area of the Market selected to highlight donors and their generosity.

MEMORANDUM



TO: Chuck Judson, DDA Chairperson
CC: Rob Bacigalupi, DDA Executive Director
FROM: Nick Viox, Special Projects Coordinator
DATE: March 29, 2016
SUBJECT: Farmers Market Advisory Board Assignment

Last month, Nancy Heller, longtime supporter of the farmers market and member of the Farmers Market Advisory Board resigned from her position on the board. With a new opening, we were responsible for finding a replacement.

Nancy filled in a customer representative position on the board, but as a farmer, always spoke to the needs of the farmer more than the customer. I would like to take this opportunity for us to reach out to vendors, or a category of vendors, that are otherwise not represented on the board.

Timothy Volas, with Eden Hill Nursery, has been a part of the Sara Hardy Downtown Farmers Market for years. During my time with the DDA, Tim has been a delight to work with, respected by his peers, and has even been called upon to help us with Nursery Vendor definitions in the 2015 Farmers Market Rules. He's a very qualified candidate and would bring a fresh perspective to our board.


Please take this memorandum as my recommendation for Timothy Volas to be Nancy Heller's replacement until the end of her term in February of 2017.

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager
Rob Bacigalupi, DDA Executive Director

FROM: Timothy J. Lodge, City Engineer 

DATE: April 11, 2016

SUBJECT: 2016 Garland Street Reconstruction Project
Environmental Construction Management Services

The City of Traverse City/DDA recently awarded a Construction Contract to Elmer's for the above referenced project. As part of the Construction Contract the City of Traverse City/DDA is responsible for employing an Environmental Construction Manager to perform necessary air, soil, and water monitoring to ensure that all environmental due care obligations are being met during construction. Therefore, the City/DDA solicited proposals from environmental consultants to perform these services in accordance with the Environmental Construction Management Plan prepared for the City/DDA in 2013.

Three firms were invited to provide their qualifications and experience, hourly rates and estimated charges for the work. Each of the invited firms were found qualified to perform the required services. A summary of their hourly rates and estimated charges follows:

Staff	Gosling	Otwell Mawby	ECT
Project Manager	\$ 138	\$ 90	\$ 135
Qualified Environmental Professional	\$ 85	\$ 65	\$ 95
Environmental Technician	\$ 65	\$ 45	\$ 85
Clerical	\$ 55	\$ 30	\$ 55
Other Staff	\$ 55- \$148	\$30-\$90	\$55-\$250
PID (Photoionization detector)/day	\$ 50	\$ 50	n/a
Other Expenses/day	\$ 125		\$ 230
Estimated Hours	300	214	236
Estimated Costs	\$ 28,000	\$ 14,826	\$ 27,630
Average Cost per Hour	\$ 93	\$ 69	\$ 117

Therefore, it is recommended that this work be awarded to Otwell Mawby and that the proper City officials be authorized to execute a service order with the above-mentioned Consultant, on a time and expense basis in the amount not to exceed \$20,000 including contingencies with funds available in the Capital Projects Fund. We are recommending the contingency amount to account for any unknowns that may arise with the work.



Memorandum

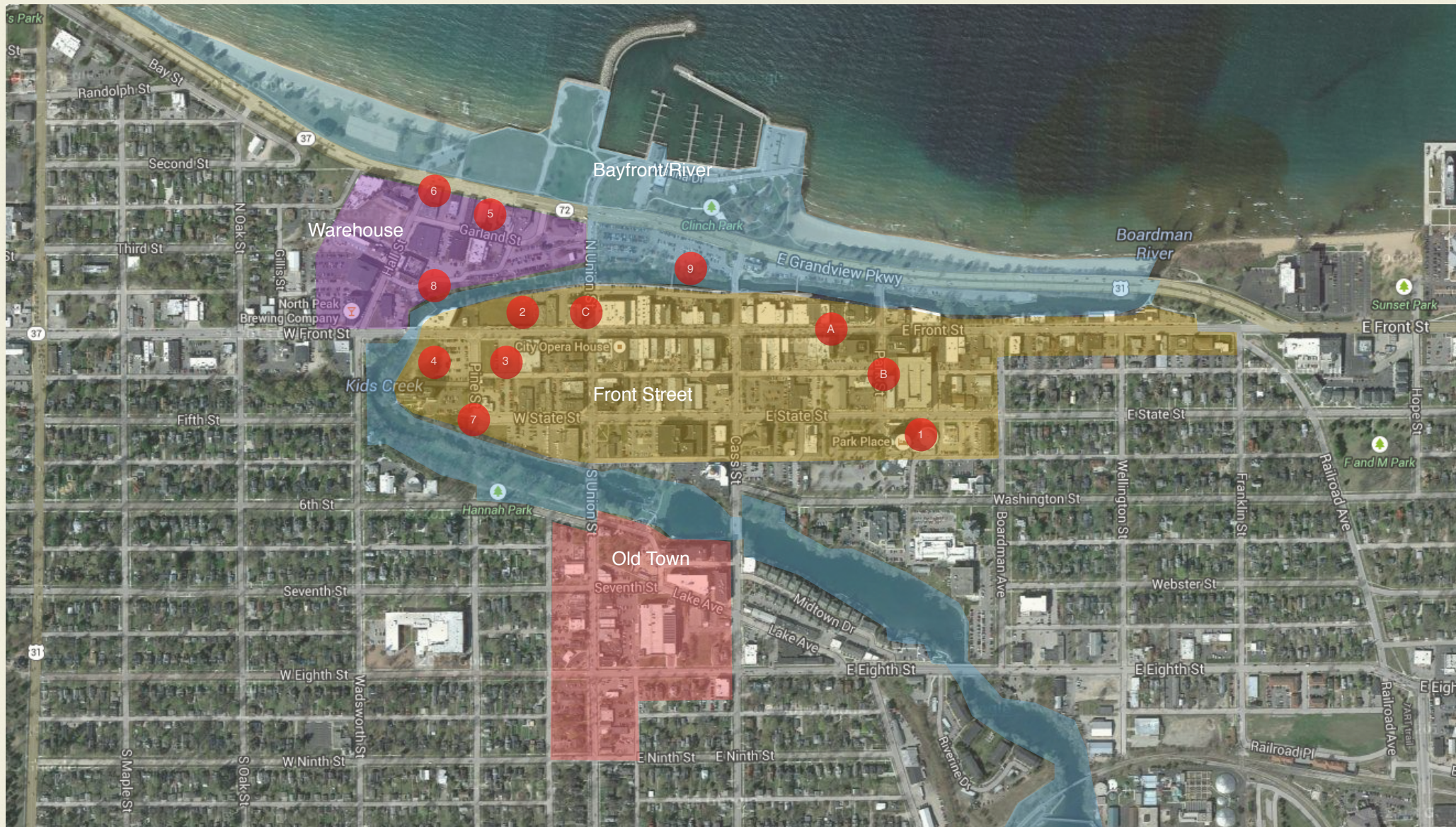
To: Rob Bacigalupi, DDA Executive Director
From: Nicole VanNess, Parking Administrator
Date: April 11, 2016
Re: Utility Cart Purchase

We have an aged golf cart that is well beyond its life expectancy that we use as a multi-purpose utility cart. The golf cart was never put into an appreciation schedule with the City Garage to anticipate future replacement. We have budgeted for the replacement of our golf cart the past two budget cycles, but never moved forward with the bidding process. We have managed to extend its life with repairs, new batteries, and tires; but feel it is time we proceed with the purchase of a new cart before the cart is beyond repair. We intend to keep the golf cart until it is irreparable.

We use the golf cart for various activities; assist parkers with finding their vehicles, AM/PM car counts in the garages, trash pick-up, events, and maintenance. We are looking to replace it with a utility cart that is more suited to these types of activities. Here are some of the benefits of a utility cart rather than a golf cart: proper lighting (taillights, headlights, brake lights, hazard lights, high visibility safety light), cab option will provide the ability to safely perform AM/PM counts in all-weather (golf cart often gets stuck in the snow), garage maintenance (increase safety with proper lighting and size allows access without blocking drive lanes), and ability to use in winter months on sidewalks and parking lots for ice melt hauling and distribution.

The utility cart will be added to the City Garage's appreciation cycle in order to cover insurance, regular maintenance, and allocated funds towards a future replacement. We have the option of a 10 year (\$1,500 annually) or 15 year (\$1,200 annually) appreciation plan.

I recommend that the DDA Board of Directors approve the purchase of an all-wheel drive utility vehicle with cab options from Leaders RPM of Kalamazoo in an amount not to exceed \$15,398 with funds available in the Traverse City Parking System fund. The total expense will be divided, and billed to the equipment line item for Parking Services, Old Town Garage, and Hardy Garage.



1. Park Place
2. 124 West Front
3. 145 West Front
4. 305 West Front
5. Grandview Place
6. Hotel Indigo

3

7. Uptown Riverwalk Connection
8. Garland Street/Pine Street Pedway
9. Farmers Market
- A. Reimagined Crosswalk/200 Block Snowmelt
- B. Radio Centre 3/Crough Memorial
- C. Lot H

DOWNTOWN DEVELOPMENT AUTHORITY FUND

		FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget (as amended)	FY 15-16 Projected	FY 16-17 Proposed
REVENUE						
Property Taxes		70,660	68,578	70,000	70,000	128,000
Reimbursements		540,652	637,039	767,377	783,314	698,652
Rental Income		50,846	45,770	45,000	46,000	53,000
Interest Revenue		225	355	200	200	200
Miscellaneous			5,196	0	0	0
Prior Year Surplus			20,000	0	0	14,500
TOTAL REVENUE		\$662,382	\$776,938	\$882,577	\$899,514	\$894,352
EXPENSES						
Payroll Expenses		423,410	581,747	596,810	685,000	695,274
Health Insurance		-	45,794	146,733	67,435	75,000
Workers Compensation		97,320	6,955	-	7,134	7,500
Office Supplies/Operating Supplies		9,670	9,218	9,000	10,000	9,000
Operating Supplies		-	904	-	1,000	1,000
Professional/Contractual		33,033	51,550	66,534	66,000	44,775
Communications		4,657	4,761	4,600	4,800	4,800
Transportation		619	1,584	2,000	1,900	2,000
Lodging/Meals		4,809	4,352	5,000	4,000	5,000
Training		739	1,350	2,000	2,000	2,000
Community Promotion		10,489	10,827	12,500	11,600	12,500
Printing/Publishing		8,498	5,774	7,500	7,000	1,500
Insurance & Bonds		1,478	1,528	1,700	1,800	1,800
Utilities		6,476	6,984	6,600	6,600	7,100
Repairs & Maintenance		2,925	1,950	2,200	2,100	2,200
Rentals		9,262	8,870	8,000	8,000	9,000
Legal Expense		5,849	3,324	5,000	4,500	4,500
Miscellaneous		99	26	400	150	400
Capital Outlay		5,575	4,454	6,000	6,000	9,000
TOTAL EXPENSE		\$624,909	\$751,952	\$882,577	\$897,019	\$894,349
NET INCOME/(LOSS)		\$37,473	\$24,986	\$0	\$2,495	\$3
FUND BALANCE		\$254,251	\$279,237	-	\$281,733	\$281,736

DOWNTOWN DEVELOPMENT AUTHORITY TIF 97 FUND

		FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget (as amended)	FY 15-16 Projected	FY 16-17 Proposed
REVENUE						
Property Taxes		1,272,032	1,510,768	1,580,412	1,532,400	1,737,000
Grants		0	0	0	0	0
Reimbursements		120,000	115,000	120,000	120,000	120,000
Interest Revenue		3,302	4,195	2,000	4,600	2,000
Prior Year Surplus		0	0	0	0	0
Loan Proceeds - Interfund Loan		0	0	0	0	0
TOTAL REVENUE		\$1,395,334	\$1,629,963	\$1,702,412	\$1,657,000	\$1,859,000
EXPENSES						
Professional Services		207,568	361,680	270,000	330,000	278,000
Printing/Publishing		438	128	1,000	0	1,000
Contributions to other Governments		735,420	764,111	823,000	801,400	831,000
Capital Outlay		40,055	15,597	1,837,000	2,869,200	400,000
Interest Expense		0	0	0	500	2,000
TOTAL EXPENSE		\$983,481	\$1,141,516	\$2,931,000	\$4,001,100	\$1,512,000
NET INCOME/(LOSS)		\$411,853	\$488,447	(\$1,228,588)	(\$2,344,100)	\$347,000
FUND BALANCE		\$1,592,876	\$2,081,323	\$852,735	(\$262,777)	\$84,223

DOWNTOWN DEVELOPMENT AUTHORITY TIF 2 FUND

		FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget (as amended)	FY 15-16 Projected	FY 16-17 Proposed
REVENUE						
Property Taxes		951,420	1,045,009	1,048,000	1,078,000	0
Grants		0	0	0	0	0
Reimbursements		524,000	536,000	525,000	525,000	0
Interest Revenue		3,259	2,623	1,500	2,000	300
Prior Year Surplus						
	TOTAL REVENUE	\$1,478,679	\$1,583,632	\$1,574,500	\$1,605,000	\$300
EXPENSES						
Professional Services		164,417	355,212	175,000	149,875	68,000
Printing/Publishing		164	26	500	0	25
Contributions to other Governments		1,382,669	1,397,582	1,450,000	1,500,000	0
Capital Outlay		849	52,304	600,000	150,000	340,000
	TOTAL EXPENSE	\$1,548,099	\$1,805,124	\$2,225,500	\$1,799,875	\$408,025
	NET INCOME/(LOSS)	-\$69,420	-\$221,492	-\$651,000	-\$194,875	-\$407,725
	FUND BALANCE	\$1,396,894	\$1,175,402	\$524,402	\$980,527	\$572,802



Memorandum

To: DDA Board of Directors
From: Colleen Paveglio, DDA Marketing & Deputy Director
Subject: DIA Inside|Out Street Art Program
Date: April 11, 2016

The Downtown Traverse City Association and the Traverse City Arts Commission are working on a partnership with the Detroit Institute of Art to host their Inside|Out Program in Downtown Traverse City from mid May 2016 through October 2016. The program brings high-quality reproductions of masterpieces from the DIA's collection to outdoor venues. Entering the 8th season of the program, locations include the metro Detroit area and chosen locations outside of metro Detroit. We are thrilled that Traverse City has been chosen to host the program for 2016. Please see the attached with examples of the reproductions on display.

InsidelOut will consist of 12 pieces, 4 free standing and 8 wall mounted. Requirements are the pieces are placed in a location that the public may view "comfortably." Sites should be within walking and/or biking distance from one another and be accessible to all for viewing.

Installation will take approximately two days and is proposed for May 19-20, 2016. All free standing pieces are on a 4" x 4" post. An auger is used to create a hole that is approximately 2' deep. Wall mounted items are placed on various facades, i.e. brick, mortar, cement and wood using four ¼" masonry screws attached with an "L" bracket system. Holes would then be filled with a silicon based epoxy once the piece is removed. The DIA will provide an "Installation Agreement" to the property owner.

There is no cost for participating in the Inside|Out Program, unless the host develops an additional marketing campaign or kick off reception, etc. The DIA is responsible for all costs pertained to the program, from delivery, install, and removal. They will also provide a digital art finder map with a printable version. Insurance is also provided by the DIA and they may add those that require to be additionally insured upon request.

Since first launching, the Inside|Out Program has served as a successful tool for placemaking. The DTCA has a long of history of hosting public art programs throughout Downtown Traverse City and is pleased to be working with the Traverse City Arts Commission to create awareness and help educate the community on public art and public art programs. Attached you will find the proposed locations that the committee of Deb Lake, Mary Gillett, Christie Minervini and myself have identified. We are in discussions with various property owners at this time to secure the locations that are not on public property and previously received approval form the Parks and Recreation Commission for the use of the parkland identified on the site map and will be presenting to City Commission on April 18.

InsidelOut examples in other cities





Seascape Sunset 34 1/2 x 52 12



Free Standing at Morsels



Boy with Plaid Scarf 35 1/4 x 30 1/2



Free Standing in American Legion Park



View of Le Crotoy 36 x 42 1/2



Free Standing in Lot B Farmers Market



Animals in Landscape, 45 x 40 3/4



Wall Mounted on 303 S Union, Lay Park



The Nut Gatherers 43 x 61 1/4



Wall Mounted on Snowden Building just inside alley entrance



Reeds and Cranes 40 x 79



Wall Mounted at Clinch, Viewable from TART Trail



Forteenth St at Sixth Ave 44 1/2 x 62 1/4



Wall Mounted in the Jay Smith Walkway



Asafo Flag 37 1/8 x 58



Wall Mounted at Cousin Jenny's



Eros Triumphant 88 3/4 x 37 1/4



Wall Mounted on the Fire Station near City Lot



Madame Paul Poirson 68 1/2 x 41 7/8



Wall Mounted at Crooked Tree



Ishtar Gate 45 3/4 x 62 1/2



Wall Mounted in the Chase Bank Plaza



The Sinfonia 56 1/2 x 53 3/4



Wall Mounted at Warehouse MRKT

West Grand Traverse Bay

DIA InsideOut Program: Proposed Locations

1. Seascape Sunset
2. Boy with Plaid Scarf
3. View of Le Crotoy
4. Animals in Landscape
5. The Nut Gatherers
6. Reeds & Cranes
7. 14th St. at 6th Ave.
8. Asafo Flag
9. Eros Triumphant
10. Madame Paul Poirson
11. Ishtar Gate
12. The Sinfonia



TRAVERSE CITY DOWNTOWN



- One-way Traffic
- Parking Decks
- 10-Hour Metered Parking
- 4-Hour Metered Parking
- 2-Hour Metered Parking
- Parks
- TART (Traverse Area Recreational Trail)
- River Walk & Pedestrian Walkways
- Public Restrooms (hours vary)
- Information
- ATM

On-street 2-3 hour parking available throughout downtown.

This map is available online at www.downtowntc.com/parking/



CELEBRATION FOR YOUNG CHILDREN

Saturday, April 30
11 am to 1 pm

ECCO

11 am - 1 pm

Hands-On Activity Center hosted by GTAEYC

Horizon Books

11 am - Noon

Wings of Wonder

State Theatre

10 am

Kid's Matinee: Chicken Run

Activities in Downtown Shops

Brilliant Books • The Cheese Lady • Cherry Republic
Espresso Bay • Grand Traverse Pie Co. • Great Lakes Bath & Body
Harbor Wear • Kilwin's • Miner's North Jewelers
Morsels Espresso + Edibles • Suhm Thing • Toy Harbor

Children's Art Work Displays

American Spoon Foods • Brilliant Books • The Cheese Lady
Chemical Bank • Espresso Bay • Great Lakes Bath & Body
Harbor Wear • Haystacks • Horizon Books
Kay's • Kilwin's • Miner's North Jewelers
Suhm Thing • Toy Harbor



Grand Traverse Association for
the Education of Young Children

downtown traverse city | downtowntc.com | 231.922.2050



Memorandum

To: Rob Bacigalupi, DDA Executive Director
From: Nicole VanNess, Parking Administrator
Date: April 12, 2016
Re: Parking Services Updates – April 2016

Old Town Garage – Elevator Correction Orders

We recently had our state elevator inspection at Old Town Garage. The inspector issued corrective action forms for both elevators. One elevator requires a repack of the hydraulic pistons to repair a leak, and both need the crawl space cleaned. An initial quote is estimated at \$12,000. Given our timeline to complete the repairs, a confirming service order will be sent to City Commission for approval.

Residential Parking Public Input Sessions - Update

All residential input sessions will be completed this month. 73 people have completed the online survey. We will provide survey results to the Planning Commission Parking Subcommittee for feedback. We are not sure at this time, if we will have another round of public input sessions or prepare a recommendation to the City Commission. Upcoming sessions have been scheduled with Traverse Heights/Oak Park Neighborhoods Thursday, April 14th and Former Orchard Heights and all remaining properties that are not identified in a neighborhood Wednesday, April 27th. All residents, property owners, and commuters are encouraged to take the survey <http://www.downtowntc.com/maps-parking/residential-parking>.

Hardy Garage Generator RFP – Bid awarded

On March 24th we received four bids for the Hardy Garage Generator RFP. Working with City Engineering, we put forth a recommendation of the lowest bidder Shoreline Power Services Inc. to the City Commission on April 4th agenda. They approved the recommendation. We will update the Board when the project is completed.

Violations Bureau Buildout – Update

City Engineering will issue the bid on or after June 7th. A recommendation will be submitted to the DDA Board for their June 2016 meeting.

Bike Racks and Bike Shelters – Update

Hardy Garage

Upon further review of this location, a shelter will not be installed in this area. Instead, inverted U's will be installed before summer on the north side near the park bench.



Memorandum

TART Recycle-A-Bicycle - Housekeeping

Last month the Board approved the use of the ground level of the Old Town Parking Garage for the Recycle-a-Bicycle event. The information submitted in last month's packet was the final permit for the 2015 year. The application has been submitted and approved for the 2016 year, and the event will take place on June 4, 2016.

There was mention of limiting this location for the use of this event in 2017. Just to clarify, the limitation would be shifting the start time on Friday from 1 p.m. to 6 p.m. in order to avoid parkers who have parked at the beginning of their shift to have to move their vehicle mid-day. There are no concerns with the request for use on Saturday or Sunday.

Parking Services

Quarter 3

Fiscal Year 2015-2016

Our Mission Statement

Traverse City Parking Services promotes commerce and quality of life for Downtown, NMC Campus, Munson Hospital and residential neighborhoods by providing, maintaining, and developing parking, for present and for future bicyclist and motorists, through efficient and effective management.

Q3 at a Glance

Residential Parking Public Input Sessions

The residential parking input sessions began in February. We have met with three neighborhoods: Central, Boardman, and Old Town. The sessions have been positive with a healthy discussion on the issues and contributing factors that affect the neighborhoods.

Each session is scheduled for a specific neighborhood or area in order to steer the discussion towards issues that directly impact them. The sessions are open to the public. If you missed out on meeting with your neighborhood, you can attend another session:

- April 14 - Kids Creek Commons and Slabtown Neighborhoods
- April 19 - Traverse Heights and Oak Park Neighborhoods
- April 27 - Former Orchard Heights and properties not identified with a neighborhood

Feedback is key! If you are not able to attend an input session, please check-out the Residential Parking webpage where you will find meeting notes and a link to complete the survey.

<http://www.downtowntc.com/maps-parking/residential-parking>



I Spy a Parking Spot

Lot N (200 Blk of Washington) opened last quarter. Since the alley is closed on Cass Street, many are unsure how to navigate to the lot; therefore it is currently underutilized, and one of the best kept secrets for a guaranteed parking space. Hourly parkers can access this lot by entering the alleyway just east of Covell Funeral Home off of 300 E State Street.

Fluctuating Inventory

This quarter, we have bagged 667 on-street and off-street metered spaces throughout the Munson and Downtown Areas.

Meter Bag Rates

With Right-of-way \$12.00
Without Right-of-way \$15.00

On-Street Meters

2 hour meters with 30 minute complimentary buttons are planned for the west side of Washington Street towards Cass Street. Previously, this location did not have meters. The meters will be installed once late April/early May.

After reviewing many variables, we have determined Garland Street will have single space meters rather than a pay station. The meters will help turn over the spaces throughout the day, and revenue from the meters will go towards sidewalk snowplowing.

Bike Parking

Sunshine, t-shirt weather, and the perfect temperature for riding with the wind in your hair is just around the corner. We are expanding our bike parking locations this summer. Be on the lookout for additional inverted U's on Hall Street in front of the Warehouse Marketplace, a covered bike shelter to the west of Old Town Garage, inverted U's north of the Hardy Garage near the pedestrian tower, and inverted U's near the newly installed pedestrian bridge along the Boardman River in the 300 Block of West Front.

May 1st is the official date when the on-street racks are allowed back on the street. On-street racks will be placed in the same parking spaces as last year near the following businesses:

100 E Front – Plamondon Shoes, Pangea's Pizza Pub, and the Camera Shop

200 E Front – Grand Traverse Distillery

200 Lake – Rare Bird

Parking System Fund Financials

The table below highlights the majority of our revenue and expense line items as of 1/31/2016 which is the most current available report from the City Treasurer's Office. Please refer to the Parking System Fund monthly report for complete details on revenue and expense line items.

	INITIAL BUDGET	THIS YEAR	% EXPENDED REALIZED
651.00 DECK PROCEEDS	345,000.00	245,311.50	71.10



Current Projects

Pango USA

The mobile payment vendor is in the final development stages with T2 Systems to integrate mobile payments with the enforcement software. They are tentatively planning to provide access at the end of April for testing.

A launch date is planned for early June 2016. This change will reduce per transaction fees paid by the parker from \$0.35 to \$0.15 and require payment by space number rather than zone number.

652.00 FEES COIN	800,000.00	853,077.51	106.63
653.00 SURFACE PERMITS	240,000.00	133,054.42	55.44
653.05 DECK PERMITS	440,000.00	197,929.15	44.98
656.10 FINES	335,000.00	213,956.91	63.87
REVENUE GRAND TOTALS	2,896,100.00	1,754,406.25	60.58
740.00 OPERATION SUPPLIES	46,000.00	14,911.29	32.42
801.00 PROFESSIONAL AND CONTRACTUAL	955,000.00	446,023.06	46.70
900.00 PRINTING AND PUBLISHING	22,000.00	4,714.16	21.43
920.00 PUBLIC UTILITIES	150,000.00	29,797.80	19.87
930.00 REPAIRS AND MAINTNENACE	572,000.00	100,093.46	17.50
940.00 RENTAL EXPENSE	119,000.00	89,254.17	75.00
977.00 EQUIPMENT	197,000.00	44,168.00	22.42
EXPENSE GRAND TOTALS	2,896,100.0	1,053,192.24	36.37

Big Data

Our goal is to help decision makers have the information they need to make sound decisions and to better inform the general public about the parking system.

Permits Sold

The graph provides a breakdown on the types of permits sold by revenue line item and amount of time purchased. Quarterly permits sold outside the calendar quarter are pro-rated, but still reflected as a quarterly permit sale.



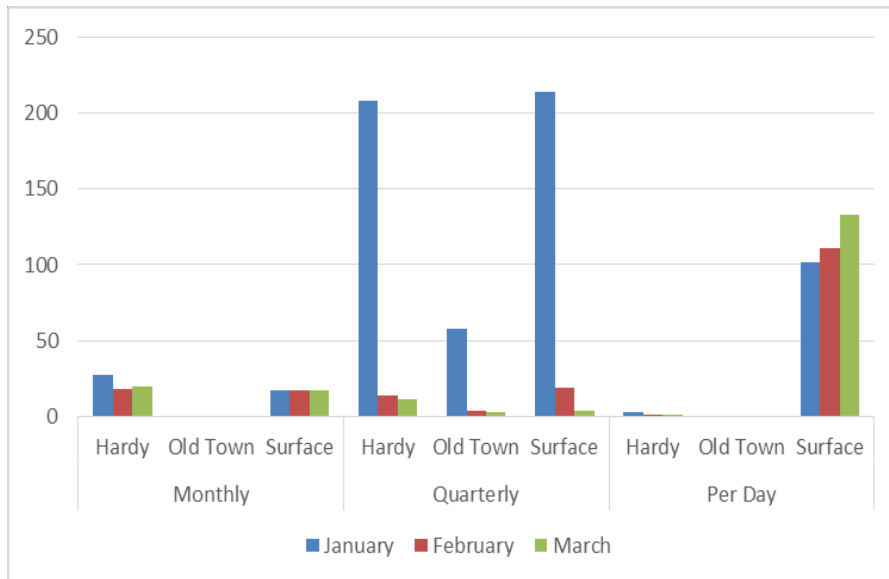
Upcoming Projects

Handheld Ticket Writers

In October 2014, the handheld ticket writers used by Enforcement Officers and Ambassadors was replaced with a mobile application that enabled them to use their cell phones and a Bluetooth printer. We issued the handheld ticket writers to the Traverse City Police Department and Northwestern Michigan College Security Office in an effort to provide data in the field. The End of life for the handheld ticket writers is August 2016. We are evaluating a replacement and should have a recommendation in the new fiscal year.

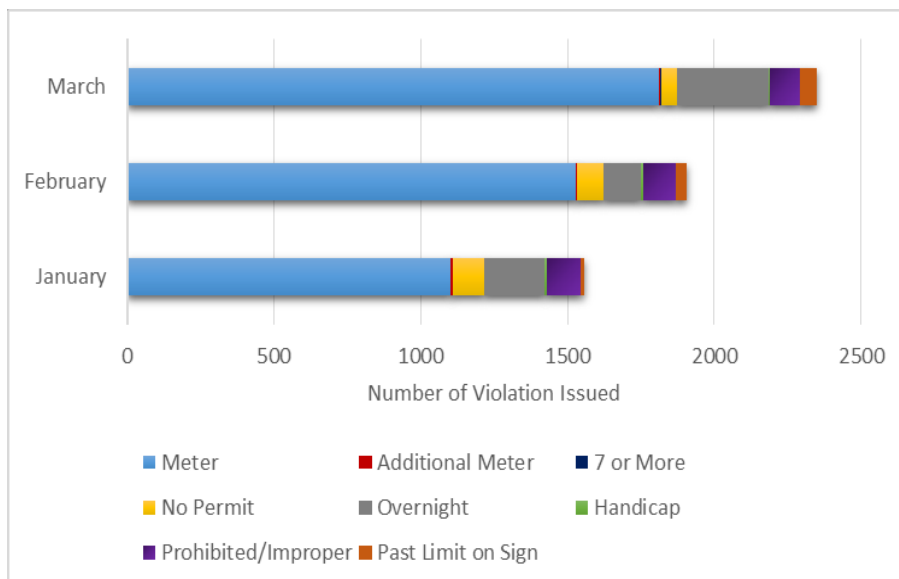
Suggestions

We welcome your feedback to improve the content that is included in the quarterly report. Please email your comments to nicole@downtowntc.com.



Citations Issued by Violation Code

The graph provides an overview of the types of citations written, and include citation issued in Cherry Capital Airport, the Downtown District, Munson Medical Area, Northwestern Michigan College, and Residential Areas. NMC enforcement started in late January and Downtown permits expired December 31st. There is always an increase in the number of No Permit citations issued to students in the beginning of a new semester, and downtown employees at the end of the year.

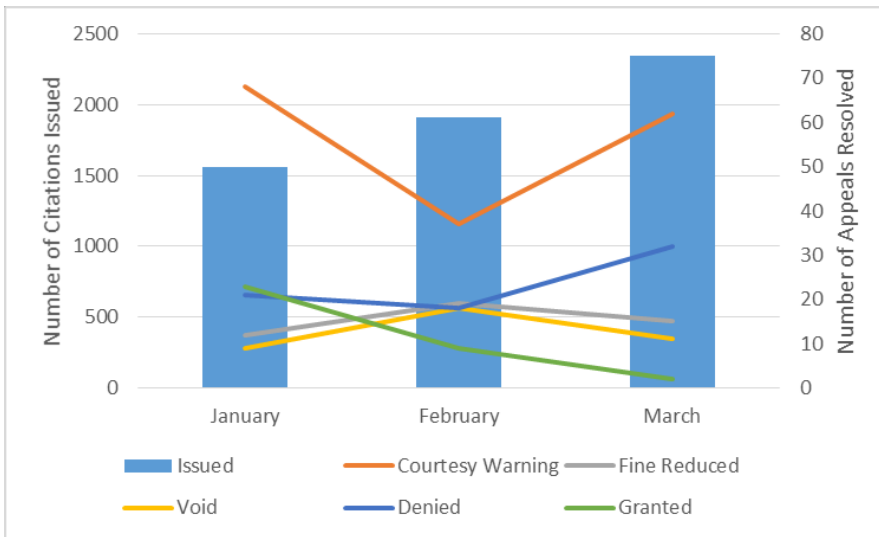


2016 Annual Permits

Annual permit sales are not reflected in the Permits Sold graph. Annual permits were available for purchase at a discounted rate through January 31, 2016. Here is the breakdown of those who took advantage of the discounted rate: 266 for Hardy Garage, 610 for Old Town Garage, and 328 for Surface Lots. Here is the breakdown of parkers who purchased the remaining year following the discount cutoff date: 17 for Hardy Garage, 5 for Old Town Garage, and 5 for Surface Lots.

Citation Write-offs

January 1st we completed the write-off 152 citations issued in 2009 that have exceeded the statute of limitations.

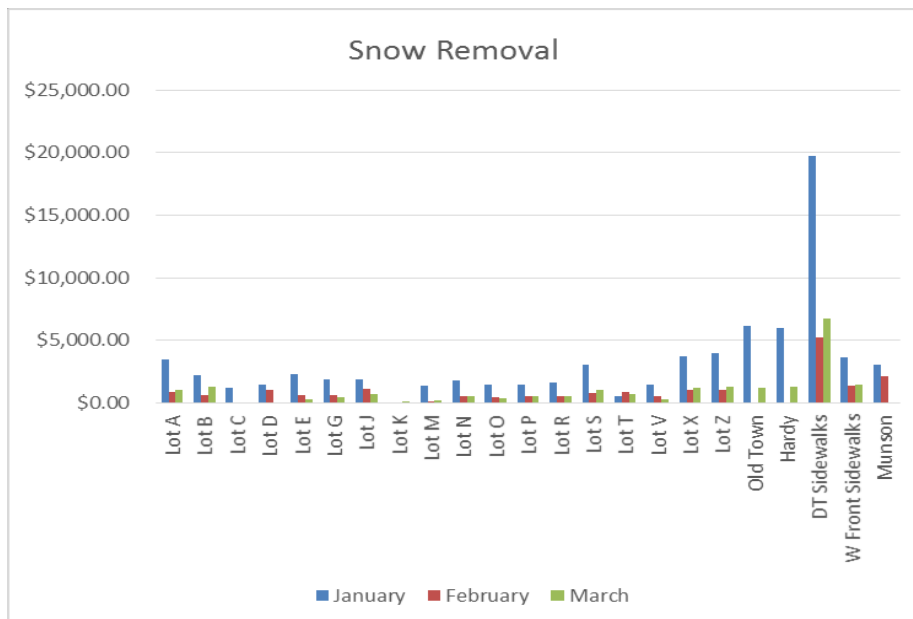
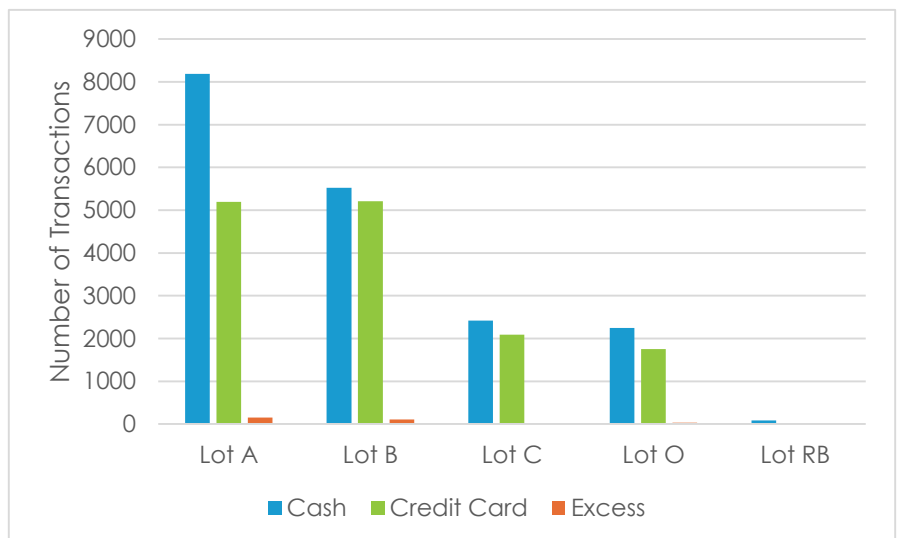


Citations Issued and Appeals by Result

The increase in courtesy warnings in January are related to the number of citations appealed at NMC for failure to obtain a free permit or downtown for failure to renew the permit for 2016.

Pay Station Transactions by Payment Method

The graph shows the number of transactions at the 12 pay stations, and the breakdown of payment methods used. Excess payments refer to cash overpayments since the devices do not give refunds.

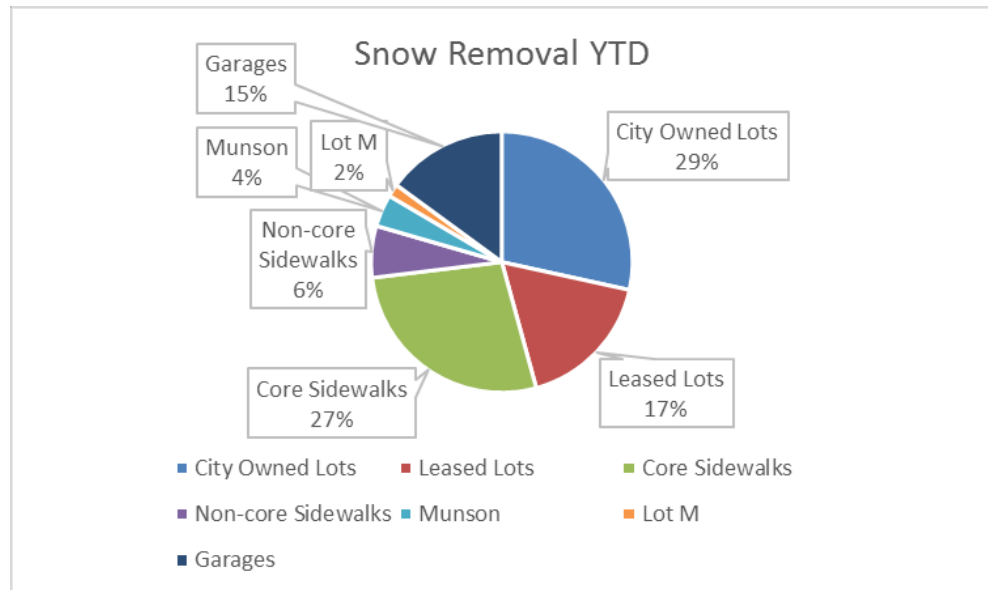


Snow Removal by location

The graph shows this quarter's snow removal breakdown. Q3 is where we expense the bulk of our snow budget: January \$73,200, February \$25,800, and March \$19,700.

Year-to-date Snow Removal

The graph below shows the percentage of our snow removal expenses by area.



Awarded and Open Bids

Elevator Service and Maintenance Contract

On February 7th, City Commission approved a three-year contract with KONE to provide maintenance and service at the Old Town and Hardy Parking Garages.

Fleet Vehicle Replacement

On March 7th, City Commission approved the replacement of the 2002 Ford Ranger with a 2017 Ford Escape.

Parking Office Reconstruction

We were aiming to have this work completed by Memorial Day, however, we are not planning for this work to begin after Labor Day. The RFP will be issued and submitted to the Builders Exchange on or after June 7, 2016.

Hardy Generator

On April 4th, City Commission approved the purchase and installation of a generator system to replace the battery-backup system that is no longer functional.

Utility Vehicle

The past two years, we have budgeted for a utility vehicle to replace the Golf Cart. A recommendation will be sent to the DDA Board and City Commission in April.

Planned

The Transportation Demand Management Study and Camera RFPs will be issued in Q4.

Downtown Traverse City Association

Regular Board Meeting

March 10, 2016

Minutes

Present: Kim Bazemore, Alyssa Bright, Allison Beers, Jeff Guntzviller, Jeff Joubran, Jake Kaberle (departed @ 9:40 am), Dave Leonhard, John McGee

Absent: Misha Neidorfler

Staff/Others: Rob Bacigalupi, Colleen Paveglio

1. **Call to Order:** President Joubran called the meeting to order at 8:38 a.m.
2. **Approval of Minutes of the DTCA Board Meeting of February 11, 2016:** Minutes from the February 11, 2016 board meeting were approved as amended upon **motion by Beers and second by McGee. Motion carried unanimously.**
3. **Marketing Report**
 - a. **TCRW**
 - i. Review of Survey
 - ii. Survey delivered by intern to receive accurate response
 - iii. Sponsored by Great Lakes Wine & Spirits
 1. Media Sponsors: MyNorth Media, ABC 29&8, TV 7&4, WCCW & Z93
 - b. **Celebration for Young Children**
 - i. April 30, 2016
 - ii. Hands on activity center to take place at ECCO this year
 - iii. Children's artwork throughout Downtown TC
 - c. **Art Walk**
 - i. May 6, 2016
 1. Media Sponsors: MyNorth Media, ABC 29&8, TV 7&4, WCCW & Z93
 - ii. DIA Inside Out Program
 - d. **2016 Art Fair Series**
 - i. Due April 1 and notifications sent by May 1, 2016
 - e. **Happy Apple Days/MI Apple Crunch Day**
 - i. Staff to discuss with Apple vendor and discuss further at the April meeting
 - f. **Miscellaneous**
 - i. Website
 - ii. Social Media: As of March 8, 2016
 1. Facebook: 13,504
 2. Instagram: 9,076

- 3. Twitter: 11,300
- iii. Newsletter Report
 - 1. Bounce rate to be investigated
- iv. Annual Report

4. Committee Reports

- a. Job Fair Committee
 - i. Review of notes from committee meeting
 - ii. Promote bringing resume on marketing
 - iii. Meet again after registration forms are sent
- b. Outdoor Cafe Committee
 - i. Confirmation from additional committee members
 - ii. Meeting to be set with new committee
- c. Nominating Committee: McGee, Beers, James C. Smith
 - i. Jeff Joubran, Kim Bazemore, Jeff Guntzviller terms expire
 - 1. Joubran and Bazemore confirmed to run for another term
 - 2. Guntzviller is not seeking another term
 - ii. Review of suggestions
- d. Annual Dinner Raffle
 - i. Increase baskets to 30-40/more than the 2015 year
- e. Membership Committee
 - i. Meeting to be set in the near future
- f. Additional Committee Updates
 - i. Meeting schedule updates

5. President's Report (*Joubran*)

- a. Office Redo
 - i. **Motion from Bright and seconded McGee to purchase a logo and frame with a not exceed amount of \$500 from the Restricted Public Art Fund. Motion carried unanimously.**
 - 1. Email logo to Kaberle

6. DDA Report (*Bacigalupi*)

- a. **Financial Report**
 - i. Approval of the Financial Report through January 31, 2016: **Financial Report for January 2016 was approved upon motion by Beers and seconded by Bright as amended to reflect FY 15-16. Motion carried unanimously.**
- b. **DDA Report (*Bacigalupi*)**
 - i. Market Analysis
 - 1. Survey being sent within a week
 - ii. 200 Block Snowmelt
 - 1. Petition being circulated
 - 2. Social media marketing opportunities

Kaberle departed at this time in the meeting

iii. Bryan J. Crough Memorial

1. Radio Centre III

iv. Garland Street

7. New Business

- a. Banking
- b. Prioritization Exercise
 - i. Board did the exercise
- c. High School Intern
 - i. TC Central Intern, Savannah Champion

8. Adjournment

- a. Motion to adjourn at 9:54 a.m.